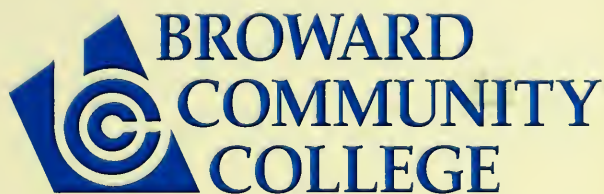


Student Handbook Planner 2007-2008



WE KEEP YOU THINKING.



**Will & Jo Holcombe Institute
for Teaching & Learning Excellence**



Willis Holcombe Center & Plaza

From the President



BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of the President Willis Holcombe Center (954) 201-7401 Fax (954) 201-7357

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

**JUDSON A. SAMUELS
CAMPUS**
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

**INSTITUTE FOR
ECONOMIC DEVELOPMENT**
111 E. Las Olas Blvd.
Fort Lauderdale, FL 33301

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

WESTON CENTER
4205 Bonaventure Blvd., Suite 2
Weston, FL 33332

Dear Student:

Welcome to Broward Community College! We are very pleased that you have selected our College to help you reach your goals and we will work hard to convince you that you made the right choice.

Broward Community College is a dynamic institution with a proven performance record over more than 40 years. Our campuses offer programs for those students planning to transfer to upper-division institutions, for others who plan to pursue and continue careers in this area, and for those seeking personal enrichment or professional improvement. The mission of Broward Community College is to provide high quality education programs and services that are affordable and accessible to a diverse community of learners.

Because Broward Community College is a teaching institution, your individual learning is our most important concern. We encourage you to call on us to help you achieve your educational goals. Please make sure that you use the resources available to you as a student at BCC to help you succeed. Many services are available online and others are available to you on campus. Let us help you succeed.

On behalf of the entire College family, let me extend a most cordial welcome. Together, we can help you make the most of your career opportunities.

I look forward to seeing you on campus.

Sincerely,

J. David Armstrong Jr.
President



www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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Board of Trustees



Seated, left to right: BCC District Board of Trustees Chair, Levi Williams and Georgette Sosa Douglass.

Standing, left to right: Vice Chair Lourdes Garrido, District Board members Paul Tanner and Cheryl Krause.

Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.



President
Broward Community College

J. David Armstrong Jr.

Student Life Offices

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Willis Holcombe Center, in Building 19 on Central Campus and the Pines Center. Student Life provides students with a variety of extracurricular and co-curricular experiences. Please consult the office on your campus for office hours. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a student ID card. For more information, contact your local Student Life Director.



North Campus
Mareta Sizemore
201-2325



Central Campus
Adrian Carter
201-6236



South Campus
Rose Ortega
201-8997



Pines Center
Rosa Fuste
201-3601



WHC
Sue Hawk-Finn
201-7377

Student ID Cards

It is BCC's policy that all students enrolled in degree and certificate programs must obtain and carry the BCC card. The BCC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BCC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

North	Central	South	Pines Center	WHC
Bldg. 46-134	Bldg. 19-106	Bldg. 68-190	Bldg. 100-119	Bldg. 33, Room 109
201-2325	201-6756	201-8316	201-3630	201-7377
Mon-Thur:	Mon-Thur:	Mon-Thur:	Mon - Thurs:	Mon-Thurs: 9:30
8 am - 7 pm	8:00 am - 7 pm	8:30 am - 7 pm	8 am - 4:30 pm	am - 12noon;
Fri: 8 am - 4 pm	Fri: 8:00 am	Fri: 8:30 am	Fri: 8 am - 4:00 pm	2 pm - 4 pm
	- 3 pm	- 4 pm		Fri: 9 am - 4 pm

The area code for all BCC phone numbers is 954 unless noted.

North Campus Directory

Provost	Dr. Barbara J. Bryan	201-2202	Bldg. 49-200
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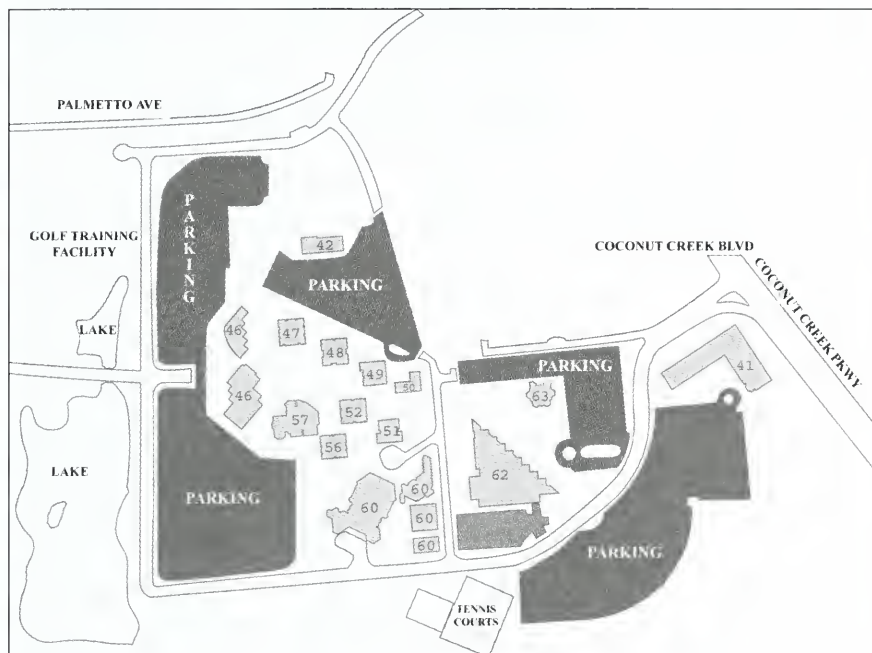
Deans:

Academic Affairs	Dr. Monica Ramirez	201-2389	Bldg. 49-200
Business Affairs	Dr. George Stalliard	201-2403	Bldg. 49-200
Student Affairs	Peter Barbatis	201-2300	Bldg. 46-222
Health Sciences	Gregory Ferenchak	201-2060	Bldg. 41-230
Associate Dean of Student Affairs	Vacant	201-2312	Bldg. 46-218

Advisement/Counseling	201-2305	Learning Resources	201-2260
Admissions	201-2240	Library	201-2600
BCC Emergency Hotline	201-4900	Mathematics	201-2283
Bookstore	201-2225	Math Lab	201-2391
Business Administration	201-2360	Mentor Program	201-2367
Cashiers Office	201-2210	Omni Auditorium	201-2233
Campus Safety	201-2229	Open College	201-6564
Career Center	201-2272	Reading/ESL/SLS	201-2321
Communication/Fine Arts	201-2370	Reading Lab	201-2392
Computer Lab	201-2255	Registration	201-2245
Continuing Education	201-2204	Science	201-2284
Disability Services	201-2313	Soc./Behavioral Sciences	201-2263
English	201-2385	Student Affairs	201-2300
Engineer Tech/Comp Sci	201-2324	Student Government	201-2461
Financial Services	201-2330	Student Life	201-2325
Honors Institute	201-2236	Student Success	201-2310
Institute of Public Safety	201-6931	Veterans Affairs	201-2330
International Education	201-7706	Weekend College	201-6564
Intramural Sports	201-2437	Wellness Educ./Athletics	201-2314
Job Placement	201-2282	Word Processing Lab	201-2439
Language Lab	201-2262	Writing Lab	201-2279

North Campus

1000 Coconut Creek Blvd.
Coconut Creek, FL 33066



- 41 Health Science
- 42 Physical Plant
- 46 Student Services
- 47 English/Communication/
Reading/ESL
- 48 Engineering Technology/
Computer Science
- 49 Administration/Classrooms
- 50 Visual and Performing Arts
- 51 Business Administration
- 52 Classrooms/Math Lab
- 56 Social/Behavioral Science
- 57 Mathematics/Science
- 60 Omni Auditorium/Wellness
- 62 BCC/North Regional
Library/LRC
- 63 Little Learners College

Central Campus Directory

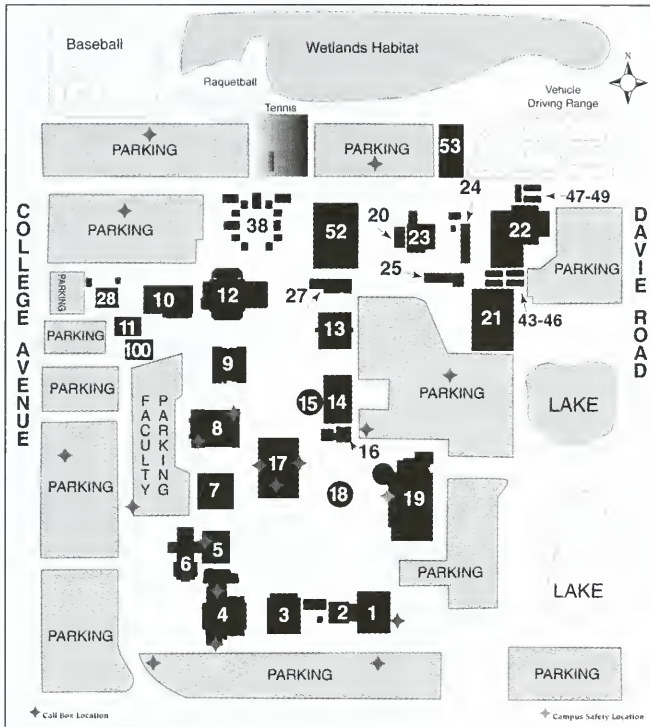
Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
Deans:			
Academic Affairs	Dr. Dianne Ruggiero	201-6513	Bldg. 1-165
Business Affairs	John Stancil	201-6624	Bldg. 1-159
Health Sciences	Dr. Debbie Papa	201-6767	Bldg. 8-136
Institute of Public Safety	Edward Mandt	201-6789	Bldg. 22-131
Student Affairs	David Asencio	201-6522	Bldg. 19-130
Assoc. Dean of Student Affairs	Kaye Francis	201-6874	Bldg. 19-116
University/College Library, LRC & Technology Support	Miguel Menendez	201-6480	Bldg. 17-317

Advisement/Counseling	201-6528	Health Science Scholarships	201-6899
Admissions	201-6800	Health Services Management	201-6904
Architecture & Design Dept.	201-7396	Honors Institute	201-7645
Bailey Hall	201-6880	Institute of Public Safety	201-6791
BCC Emergency Hotline	201-4900	Intramural Sports	201-6328
Behavioral Sciences Dept.	201-6587	Learning Resources	201-6660
Biological Sciences Dept.	201-6557	Library	201-6648
Bookstore	201-6830	LRC Tutoring	201-6663
Business Administration Dept.	201-6710	Mathematics Dept.	201-6692
Campus Safety	201-6626	Math Lab	201-6645
Career Center	201-6612	Medical Assisting	201-6906
Cashiers Office	201-6545	MFL Lab	201-6687
Communication Dept.	201-6558	Nursing	201-6851
Computer Science & Engineering Open Lab	201-6101	Performing Arts Dept. (Music & Theatre)	201-6843
Computer Science & Engineering Dept.	201-6723	Physical Sciences Dept.	201-6677
Continuing Education (main #)	201-7800	Planetarium	201-6681
Continuing Education (Language)	201-6960	Radiography	201-2352
Continuing Education for Health Sciences	201-6768	Reading Lab	201-6424
Counseling	201-6528	Registration	201-6865
Criminal Justice	201-6791	ROTC	201-6791
Dental	201-6448	Security	201-6626
Disability Services	201-6527	Social Sciences Dept.	201-6630
Distance Learning Testing Center	201-6450	Student Affairs	201-6522
Emergency Medical Services	201-6920	Student Financial Services	201-6573
English Dept.	201-6637	Student Government	201-6846
ESL Lab	201-4901	Student Life	201-6756
ESL/Reading/SLS Dept.	201-6427	Student Success	201-6528
Evening Administrator	201-6359	Testing Center	201-6982
Financial Services	201-6573	Veterans Affairs	201-7621
Fire Science	201-6791	Visual Arts	201-6517
Flexible Learning	201-6567	Wellness Dept.	201-6855
Health Sciences Dept.	201-6767	Wellness Center	201-6948
		Writing Lab	201-6596

Central Campus

3501 Davie Road

Davie, FL 33314



1	Behavioral Sciences/Dean of Academic Affairs/Dean of Business Affairs/Provost/Social Sciences	17	University/College Library/Learning Resources
2,5,7	Classrooms	18	Buehler Observatory
3	Visual Arts	19	Admissions/Bookstore/Cafeteria/Campus Safety/Cashier, Counseling & Advisement/Dean of Student Affairs/Registration/Student Life/Testing
4	Bailey Concert Hall/Theatre/Music	20&23	Facilities Management
6	Math/English /Fine Arts Theatre	24-25	Bldg. Maintenance
8	Health Sciences	21.	Landscaping/Horticulture
9	Business Administration/Communications/MFL/Reading/ ESL	22.	Institute of Public Safety
10	Gym	27.	Child Care
11	Wellness	28.	Aquatic Complex
12	FAU Liberal Arts	39-42	BCC Classroom Modulares
13	Computer Science/Engrg.	43-48	IPS Classroom Modulares
14-15	Natural Sciences	49	Driving Simulator
16	Buehler Planetarium	38,52,	
		100	FAU Facilities

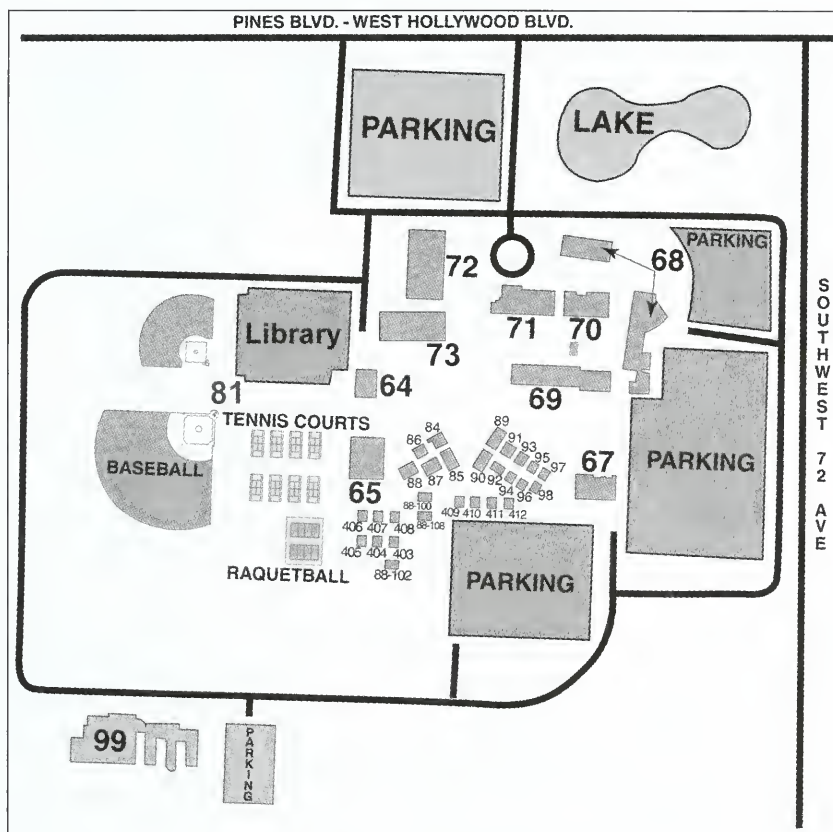
South Campus Directory

Provost	Dr. Shouan Pan	201-8800	Bldg. 71-208A
Deans:			
Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
Business Affairs	Albert Smith	201-8001	Bldg. 71-202
Student Affairs	Janice Stubbs	201-8903	Bldg. 68-207
Associate Dean of Student Affairs	Anthony Cruz	201-8875	Bldg. 69-210
Academic Resources and Instructional Technology	Terri Justice	201-8067	Bldg. 72-136B
Aviation and Automotive Technology	Jorge Guerra	201-8077	Bldg. 99-118

Academic Advisement	201-8875	Job Service	201-8866
Admissions	201-8835	Learning Resources	201-8909
Automotive Technology	201-8103	Library	201-8825
Aviation Institute	201-8077	Mathematics Dept.	201-8920
BCC Emergency Hotline	201-4900	Math Lab	201-8909
Bookstore	201-8805	Mentor Program	201-8994
Business Administration	201-8933	Nursing	201-8850
Cashiers Office	201-8830	The Observer	201-8877
Career Center	201-8865	Office Systems & Tech	201-8841
Climbing Wall	201-8238	P'an Ku	201-8044
Communications	201-8986	Reading Lab	201-8909
Continuing Education	201-8815	Registration	201-8835
Counseling	201-8876	Science/Wellness Dept.	201-8965
Disability Services	201-8913	Safety	201-8970
English Dept.	201-8904	Safety Emergency Line	893-5700
Financial Services	201-8846	Soc./Behavioral	
Flexible Learning	201-6564	Sciences	201-8810
Foreign Language Lab	201-8909	Student Affairs	201-8903
Honors Institute	201-8873	Student Government	201-8941
International Students	201-8991	Student Life	201-8973
Intramurals/		Student Success	201-8994
Student Activities	201-8911	Veterans Affairs	201-8868

South Campus

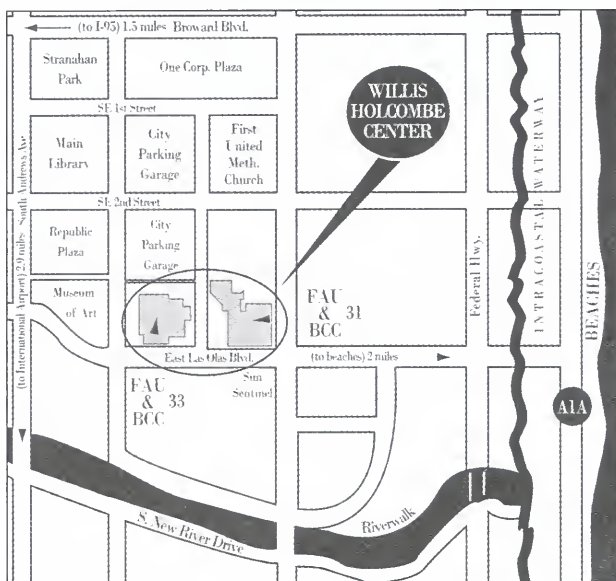
7200 Pines Blvd.
Pembroke Pines, FL 33024



71 - 2nd floor	Admin/Provost
99	Aviation
67	Bookstore
73	Child Development Center
69 & 71	Classroom Bldg.
90-98	Classroom Modulares
403-412	Classroom Trailers
72	Learning Resources
70	Science/Computer Labs
68	Student Services/Student Life/ Cafeteria
65	Wellness Center/GYM
81	Library

Willis Holcombe Center

111 East Las Olas Blvd.
Ft. Lauderdale, FL 33301



Provost:	Dr. Lois Bolton	201-6510 Bldg. 1-157 (Central)
Deans:		
Academic Affairs	Dr. Dianne Ruggiero	201-6513 Bldg. 1-165 (Central)
Business Affairs	John Stancil	201-6624 Bldg. 1-159 (Central)
Health Sciences	Dr. Debbie Papa	201-6767 Bldg. 8-136 (Central)
Institute of Public Safety	Edward Mandt	201-6789 Bldg. 22-12 (Central)
Student Affairs	David Asencio	201-6522 Bldg. 19-130 (Central)
University/College Library, LRC & Technology Support	Miguel Menendez	201-6480 Bldg. 17-317 (Central)
WHC Academic Contact:		
Assoc. Dean of Architecture/Design	Ken Williams	201-7318 WHC, Bldg. 33-111
WHC Student Affairs Contact:		
Student Affairs Director	Vacant	201-7420 WHC, Bldg. 33-115

Willis Holcombe Center Directory

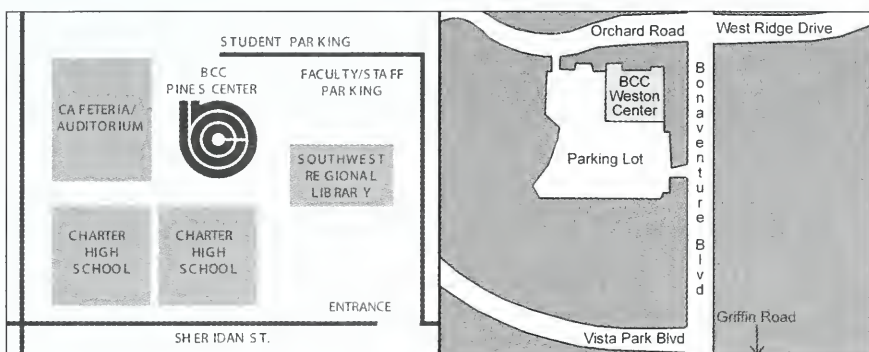
Academic Advisement	201-7491	Financial Services	201-7580
Admissions	201-7378	Learning Resources	201-7595
BCC Emergency Hotline	201-4900	Registration	201-7378
Bookstore	762-5204	Security	201-7636
Cashiers Office	201-7418	Security	201-7419
Computer Lab	201-7595	Student Affairs	201-7491
Disability Services	201-7517	Student Life	201-7377
Evening Administrator	201-7420	Veterans Affairs	201-7580

Pines Center

16957 Sheridan Street
Pembroke Pines, FL 33331

Weston Center

4205 Bonaventure Blvd., Suite 2
Weston, FL 33332



Director	Dr. Silvia P. Rios-Husain	201-3612	Bldg. 100-126
Interim Asst. Director	Myrna Bomser	201-3610	Bldg. 100-124
Student Life			
Coordinator	Rosa Fuste	201-3630	Bldg. 100-119
Administrative			
Coord.	Janice D'Andrea	201-8501	Bldg. 100-204
Disability Services			
(via South Campus)	Larry Melody	201-8913	Bldg. 68-227
Learning Resources			
(via South Campus)	Terri Justice	201-8909	Bldg. 72

Pines Center/Weston Directory

Student Affairs	201-3603
Counseling	201-3602
Enrollment Services	201-3605
Reception Desk	201-3601
Admissions/Registration	201-3631
Testing Center	201-3606
Faculty Advisor	201-3655
Cashier	201-3607
Financial Aid	201-3621
Veteran's Affairs	201-3621
Bookstore (Pines)	201-3604
Bookstore (Weston)	201-8529
Cont. Education	201-3609

Student Affairs

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

Collegewide Student Affairs Administration

Dr. Silvia Patricia Rios-Husain

Vice President for Student Affairs & Enrollment Management
District Administrative Offices
201-7486

Willie Alexander

Interim Associate Vice President for
Student Affairs/College Registrar
Willis Holcombe Center
201-7471

Neil Cohen

Associate Vice President for
Student Development & Services
Central Campus Bldg. 10
201-4507

Marcia Conliffe

Associate Vice President for Student
Success & Enrollment Management
Services
Willis Holcombe Center
201-7634

Ed Key

District Director for Enrollment
Management
Willis Holcombe Center
201-7894

Campus/Center Student Affairs Staff Student Deans

Janice Stubbs	South Campus	201-8903
Peter Barbatis	North Campus	201-2301
David Asencio	Central Campus	201-6522
Vacant	Director, WHC	201-7420
Dr. Silvia Patricia Rios-Husain	Director, Pines Center	201-3610

Bilingual Assistance

North Campus

Spanish

Gladys Sanchez-Bello	Advisement/Counseling	201-2305
Nilsa Martinez	Advisement/Counseling	201-2305
Frank Gonzales	Admissions	201-2240
Peter Barbatis	Student Affairs	201-2300

Portuguese

Eneida Ratliffe	Career Center	201-2272
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Creole

Lionel Fabius	Registration	201-2245
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Cantonese and Mandarin Chinese

Zhenyi Liang	Admissions	201-2240
Vivian Choy	Admissions	201-2240

Yoruba

Oluyinka Tella	Advisement/Counseling	201-2133
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Central Campus

Spanish

Elvira Perez	Admissions	201-6961
Maria Hincapie	Counselor	201-6526
Toula Bouchoc	Student Success	201-6537

French

Angela Fernandez	Admissions	201-6144
Toula Bouchoc	Student Success	201-6537

Creole

Farah Etienne	Registration	201-6867
Melinda Francois	Testing	201-6982

Greek

Toula Bouchoc	Student Success	201-6537
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South Campus

Spanish

Jorge Borda	Advisement/Counseling	201-8905
Denise Brown	Advisement/Counseling	201-8991
Gerri Romero	Enrollment Services	201-8997
Tony Cruz	Student Affairs	201-8860

Spanish and Portuguese

Regina Gualano	Registration	201-8256
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Pines Center

Spanish

Dr. Silvia Patricia Rios Husain	201-3610
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Financial Services

Spanish

Nancy Belen	Central	201-6376
Lupe Beya	Central	201-6449
Norma Calvo-Rosario	South	201-8846
Sandra Consuegra	North	201-2330
Marcia M. Conliffe	Processing Center, WHC	201-7634
Oscar Feliciano	Processing Center, WHC	201-7627
Sarita Portales	Processing Center, WHC	201-7622
Maria Joachin	Prines	201-3621
Pamela Martinetti	WHC	201-7530
Regina Carvalho	WHC (also speaks Portuguese)	201-7692
Annia Valdes	WHC	201-7467

Creole

Carine Jones	North	201-2860
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Swahili/French

Marilyn Lameck	Central	201-6468
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Disability Services

Spanish

Miriam Peden	Central	201-6569
Joy Vaughan-Brown	WHC (and understands Creole)	201-7075

American Sign

Heather Andrews	Central	201-6766	TDD 201-6445
Lynn McCulloch	Central	201-6357	TDD 201-6445

French

Lynn McCulloch	Central	201-6357	TDD 201-6445
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District Registrar's Office

Spanish

Lilliam Brito	Registration	201-7590
Jane Grell	Enrollment Center	201-7555

Creole and French

Quettie Delsoin	Registration	201-7479
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Counseling/Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. The website, www.facts.org, is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life and offer career exploration assistance.

Contact Counseling/Academic Advisement on each campus: Central, Kaye Francis, 201-6528; North, Mindy Tilles, 201-2305; WHC, Carol Brinson, 201-7411; South, Anthony Cruz, 201-8875; Pines Center, 201-3603. International Student Advisement & Immigration: Susan Greive Brown, 201-7468.

Office of Student Success

The Office of Student Success is committed to increasing student success through developing programs and activities to assist students in setting and achieving their academic goals. Services include mentoring, college survival seminars/workshops, individualized educational planning and other services to enhance success. The office promotes a caring and nurturing environment that allows students to discuss their academic and personal concerns with a friendly and supportive staff.

Contact the office on your campus for more information: Central, 201-6522; North, Diana Rowe, 201-2310; WHC, Carol Brinson, 201-7411; South, Clive Scott, 201-8994.

Online Tutoring

- 1. To access online tutoring, go to the BCC homepage (www.broward.edu).
- 2. Sign in to myBCC with Login and password.
- 3. On myBCC webpage, click the link to Smarthinking – your online tutor.
- 4. Follow the on-screen instructions to reach the subject and type of tutoring you need.

For assistance with accessing your Smarthinking account, go to the Learning Resource Center for your campus, or e-mail Jackie Loftus at jloftus@broward.edu.

International Students

Broward Community College welcomes students of all backgrounds, nationalities, and religious denominations. Immigration inquiries such as program eligibility, visa applications, change of status, reinstatements, and Optional Practical Training are amongst some of the cases that our staff sees on a daily basis at our Willis Holcombe Center (Downtown Center). Our designated school officials can help you with your questions:

Ms. Susan Greive	WHC	201-7468
Ms. Annia Valdes	WHC	201-7467
Ms. Regina Carvalho	WHC	201-7692
Ms. Oona Davis	Central Campus	201-6869
Ms. Maria Hincapie	Central Campus	201-6526
Mr. Henry Duperval	South Campus	201-8836
Mr. David Garwood	South Campus	201-8257
Ms. Nadeen Gosine	North Campus	201-2470
Mr. Oluyinka Tellla	North Campus	201-2033

Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services as mandated by the Americans with Disabilities Act of

1990 (ADA) and section 504 of the Rehabilitation Act of 1973, as amended. Disclosure of a disability is voluntary. However, if you have a disability, we recommend that you register with your Campus Office of Disability Services in the event that at some point you may need accommodations. Once documentation has been determined to meet BCC guidelines and you are registered for classes, necessary and reasonable accommodations will be provided in a timely manner.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. For more information, contact the Disability Services Specialist on your campus: North Campus, Bldg. 46-209, 201-2313; South Campus, Bldg. 68-227, 201-8913; Central Campus, Bldg. 19-116, 201-6527; WHC, Bldg. 33-110, 201-7517; College Wide Deaf Services, 201-6766, (TDD) 201-6445.

Florida Residency For Tuition Purposes

Residency requirements are subject to change pending the decision of the Florida Legislature.

Student Financial Services

The Broward Community College Office of Student Financial Services is ready to assist you in funding your education. The goal of the financial aid office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information.

Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form by the priority deadline of May 15.

If you have all the requested financial aid documents as well as your evaluated academic transcripts by the deadline date below, and you are eligible, you will be guaranteed that your schedule will be paid by the due date for the start of classes. If you do not meet the deadline date, you may still be eligible for financial aid, but you will have to pay your own tuition and books.

Term	Deadline
Fall	July 5, 2007
Winter	October 18, 2007
Summer	March 20, 2008

On the Broward Community College website, www.broward.edu, click on “access financial aid.” Students may receive information on the following:

- How to apply including a direct link to the federal application
- Scholarship information with links to scholarship search engines
- Entrance and exit interviews for loan applications
- Student employment opportunities

Grants

Grants are free monies provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Supplemental Education Opportunity Grant, Academic Competitiveness Grant, and Florida Student Assistance Grant.

Loans

Loans are financial assistance that must be repaid with interest in a specific time period. Often repayment is deferred while students are attending classes, enrolled in a minimum of six (6) credit hours.

Employment

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students may work up to a maximum of 20 hours a week. The off-campus employment program places students in areas of career interest, mostly as teacher aides in local public schools.

Scholarships

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or who demonstrate financial need. Although each scholarship has its own criteria, BCC requires only one application. Information on scholarships can be found on our website.

Veterans Affairs

Broward Community College is an approved site for training veterans for associates of arts degrees, associate of science degrees and some approved certificates. Veterans' advisors are available to answer questions and if necessary, refer the student to the Department of Veterans Affairs. There is literature available at all the Student Financial Services offices to assist veterans to further their educational goals.

Attendance Policies

Certificate Programs (NCD) Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If 9 hours of scheduled classes are missed, the student's benefits are terminated. Degree Programs (IHL), Class attendance policy is in accordance with the

current Broward Community College Catalog, Academic Information, College Regulations, and Class Attendance Policy.

The Return of Title IV policy

Applies to any student who has withdrawn from all BCC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, both Subsidized and Unsubsidized Stafford Loans. The Office of Student Financial Services will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Additional information on the Return of Title IV funds is available on-line in the Student Financial Services Application Award Guide.

Advising and Registration Tips

How To Get Your Degree Audit

Your Degree Audit shows which classes you've taken and which classes you still need for graduation.

1. Type www.facts.org in your web browser.
2. Click "College Advising Tools."
3. Click "Institutional Degree/Program Audit."
4. Enter this information:
 - a) "Click to choose an institution," and select "Broward Community College."
 - b) "Enter your student ID."
 - c) "Enter your PIN/Password" by typing two digits for your birth month and two digits for your birth year.
5. Click continue and wait for your Degree Audit, which you should print.

For Associate in Arts Degree Students

Degree audits for all AA degrees (the "transfer degree") show General Education requirements. To see prerequisites for your particular major at a university in the Florida state system:

1. At BCC's homepage click "Find Programs of Study" in the blue box on the left.
2. Click "Associate in Arts."
3. Click your intended major.
4. Click "Print Program Sheet" on the left.

How to Search for Open Classes

1. On BCC's homepage, in the blue box on the left, click "Browse Class Schedules."
2. Enter course ID for courses you want, such as "ENC1101" (no spaces), in the three fields on the right. Select term and preferred campus, and then click "Search."
3. Read class start and end dates carefully because they differ by session within a term. Choose classes that aren't offered at the same time. Consider time you'll need to reach campus. Read special notes that are underneath some course entries.
4. After you've developed a workable schedule, write the 6-digit reference number to the left of each class for which you want to register.

How to Register Online

1. On BCC's homepage in the gray box on the left, "My BCC Login": enter "Login" (your ID #, without dashes) and "PIN" (2 digits for birth month and 2 digits for birth year). Click "Sign In."
2. First-time users should read "Policies and Guidelines" and click "accept" or "reject."
3. Click "Registration."
4. Click "Registration Date" to see the earliest time you can register for the term you want. If it's not "OK to Register," click "View Details" to find out why.
5. If it's OK, click "Back" button and then click "Add/Drop."
6. Select the term for which you want to register.
7. In this Welcome page, if you don't know when classes you need are offered, scroll down to "Class Schedule - Search by Term."
8. Select your campus preference and enter course ID for courses you want, such as "ENC1101" (no spaces). Click "Search Now."
9. After you've developed a workable schedule, select classes by clicking the "Ref Num" (6-digit reference number) in the box to the left of a class you want. Each class you select appears at the top of the page, so scroll down to see the list and select another.
10. Your class selections are now displayed. If you want to save them, click "Save." If you want to remove any, click on the reference number. You actually register for the classes only by clicking "Save." If you see holds after you have clicked "Save," you will need to contact the appropriate department. You can also refer to course descriptions in the BCC catalog (some courses require pre- and/or co-requisites).
11. Print your schedule and note your fees and fee due date.

Student Life

Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose the following information upon the initial contact with prospective members:

1. All financial costs associated with membership.
2. The average number of hours per week members are expected to donate to organizational pursuits.
3. The academic performance expectations of members.
4. Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
5. The names and affiliations of all advisors who are not employed by Broward Community College.
6. An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
7. The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join student organizations which promote their common interest, as long as:

1. The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
2. Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.
3. A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the antihazing policy, rules, procedures and penalties of the college community.
4. The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.
5. A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
6. The association, club or organization has registered as a student

organization through appropriate administrative channels with the Campus Director of Student Life.

7. All external affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
8. Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
9. A student must be currently enrolled, in good academic standing, and have a cumulative grade point average of at least 2.0 to participate in student organizations. If the current semester is the student's first semester in college, they may participate with a GPA of 0. All officers of student organizations must maintain a minimum 2.0 GPA and a 2.0 GPA from the previous semester.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

1. They have funds in advance to defray expenses.
2. Reservations for facilities are made through appropriate channels.
3. The program is consistent with established policy as well as the contents of this document.

Organizations are free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

Clubs and Organizations

African-American Student Union

The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially. Membership is open to all students at the College. Contact one of the following advisors: North Campus, Sandra Gaines, 201-2345, sgaines@broward.edu; Central Campus, Donald Cleveland, Bldg. 19-116B, 201-6572, dclevela@broward.edu; South Campus, Ione Turpin, 201-8048, iturpin@broward.edu and Al Smith, 954-201-8001, asmith@broward.edu; WHC, Vernon Jones, 201-6743, vjones@broward.edu.

Alpha Eta Rho-Eta Phi Chapter

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation. Contact Eric Boylan at South Campus, Aviation Institute, Bldg. 99, 201-8074, eboylan@broward.edu, or check the website at www.broward.edu/pages/page4269.html.

American Dental Hygiene Association

The mission of the Association is to advance the art and science of dental hygiene. It also promotes the highest standards of dental hygiene education, licensure, practice and research, and represents and promotes the interest of dental hygienists. Contact Joyce Abraham, Central Campus Bldg. 8-132, 201-6904, jabraham@broward.edu.

Anchor Point Graphic Design Club

The purpose of Anchor Point, the BCC Graphic Design Club, is to provide an opportunity for students of Broward Community College to participate and collaborate in the field of graphic design. The primary focus is to help students gain practical experience, introduce students to the local professional design community and promote awareness of graphic design to the student body and surrounding South Florida with the hopes of expanding the value and awareness of graphic design. Advisor is Alicia Sobchak, WHC 33/5th floor. The club meets on the fifth floor every other week during Terms I and II. Contact asobchak@broward.edu or Student Life, 33-109, shawk@broward.edu, 201-7377.

Anthropology Club

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club visits museum exhibitions, investigates cultures, watches films or videos, and reads and discusses literature germane to all aspects of Anthropology. Meetings are held twice a month. Contact Mark Tromans at Central Campus, Bldg. 1-146, 201-6726, mtromans@broward.edu.

Blue Hawks

The official host/hostesses for North Campus, these students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. Contact Mareta Sizemore at 201-2325, msizemor@broward.edu or bluehawk@broward.edu.

Brain Bowl

The Brain Bowl is an intercollegiate academic team that competes in tournaments with other community colleges and universities. BCC scholarships

are given to team members and the possibility exists for additional cash prizes for tournament wins and for university transfer scholarships. BCC's brain Bowl Team has won the Regional Championship over twelve times, has won the State Championship five times, and is the only college in Florida to have two teams win first and second place simultaneously at the State Tournament. Contact Dr. E. Patrick Smith, Central Campus 201-6636, e-mail esmith@broward.edu, or visit the Honors Institute website at www.broward.edu/honors.

Business Professional of America (BPA)

Business Professionals of America are committed to developing the best possible career and technical education organization for students in the United States. The purpose is to contribute to the preparation of a world-class workforce through the advancements of leadership, citizenship, academics and technological skills. For more information contact Tai Houser (954) 201-2385 or thouser@broward.edu

Catholic Club

All students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith are welcome. Contact Susan Finazzo at Central Campus Bldg. 14-117, 201-6964, sfinazzo@broward.edu.

Central Educational Society (Education Club)

A club for education majors dedicated to service in the field of education through fund-raising, networking, career development, and mentorship. For more information, contact Sharry Kimmel, Central Campus, Bldg. 1-155, or call 201-6727, or e-mail at skimmel@broward.edu.

Chess Club

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. Contact Vince Grosso at Central Campus Bldg. 6-225, 201-6619, vgrosso@broward.edu.

Computer Club

The Computer Club is focused on the latest developments in the computer industry. It also provides its members with an assortment of activities, such as guest speakers, free tutoring, and field trips. North Campus contact Professor Donat Forrest, 201-2235, e-mail dforrest@broward.edu.

DECA

The Distributive Education Clubs of America's (DEX-Delta Epsilon Chi) primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome.

Contact Paul Ricker at North Campus Bldg. 51, 201-2363, decaclub@broward.edu; Business Department at Central Campus, Bldg.9, 201-6710.

Diving Club

The Diving Club provides opportunities to enhance students' diving skills in addition to trying out new equipment at our monthly functions. Our club is open to all BCC Students though a certification card (c-card) which is preferred, but all are welcomed. We meet at The Tigertail Lake Center monthly for educational diving events, often allowing students the opportunity to try out new gear. For more info. or to join the club, call 201-4500 or e-mail Jon Groover at jgroover@broward.edu.

Dynamic Soul Dancers

The Dynamic Soul Dancers (DSD) is a club at North Campus. The purpose of the club is to learn and develop new dances and team building. The DSD currently performs at most North Campus special events and at the BCC Mens home basketball games. Contact Ashley Turner at (954) 201-2325 or aturner@broward.edu.

EdTech Club

The Educational Technology Club is designed for education majors interested in learning how to integrate technology into the classrooms. Contact Dr. Dominique Charlotteaux on South Campus, Bldg. 71-122, call 201-8230, or dcharlot@broward.edu.

EMS Student Club

The club is designed to help educate and train individuals seeking a career in the EMS field. On Central Campus, contact Bruce Hill, Bldg. 8-103, 201-6920, bhill@broward.edu.

Engineering Association

The purpose of the Engineering Association is to serve as a vehicle to introduce students to engineering life. Contact Rolando Branley, 201-6676, Bldg. 14-128, rbranley@broward.edu.

The Fourth Wall

Members focus mainly on the performance and technical responsibilities of theatre production on BCC's Central Campus Theatre Program. In addition, members seek to provide professional outreach for theatre majors. They host workshops, contribute time to charitable causes, and attend professional events. They also travel to state and regional theatre conferences and festivals, such as the American College Theatre Festival. Contact Debby Sanchez at Central Campus, Bldg. 4-180, 201-6842, dsanchez@broward.edu.

Gamma Beta Chi

This student organization's purpose is to promote awareness and further interest in nuclear medicine. They attend local, state and national meetings to update their expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program. Contact Lorenzo Harrison at CHSE II/North Campus Bldg. 41-137, 201-2083, lharriso@broward.edu or gammabeta@broward.edu.

GSA

Gay Straight Alliance is a club for gay, straight, lesbian, bisexual and transgendered students and their allies that advocates unity, tolerance and education. GSA promotes social and service activities to provide a safe and inclusive environment for GLBT students at BCC. Meetings are held both on and off campus; social and service activities include partnering with local agencies such as PRIDE South Florida and others. For more information, contact Andrew Dutka, Central Campus 17-308 or call 201-6577 or email at adutka@broward.edu.

Haitian Student Association

The Haitian Student Association (HSA) is on South Campus. The purpose of the HSA is to promote cultural activities on the campus and in the community. Contact Yanick Daniel, Bldg. 69-229, 201-8983 or e-mail ydaniel@broward.edu.

Hillel Jewish Student Union

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Everyone is welcome. Contact Gloria Scheff on Central, Bldg. 1-147, 201-6591, gscheff@broward.edu.

IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest technical professional society. IEEE is comprised of more than 320,000 members who conduct and participate in activities in 147 countries. The men and women of IEEE are the technical and scientific professionals making the revolutionary engineering advances which are reshaping our world today. The technical objectives of the IEEE focus on advancing the theory and practice of electrical, electronics and computer engineering and computer science. To join please contact Professor Mohammad Dabbas at (954) 201-2429 or mdaddas@broward.edu

International Club

The International Club is open to all students at Broward Community College. Its main objective is to further international understanding and appreciation of diverse cultures. Contact Mark Tromans on Central Campus at 201-6726, mtromans@broward.edu; Esmeralda Sweeney on North Campus at 201-2404, esweeney@broward.edu, or world@broward.edu; Student Life on South Campus at 201-8997.

InterVarsity Christian Fellowship

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. InterVarsity Christian Fellowship/USA serves more than 35,000 students and faculty on more than 560 college and university campuses nationwide. Contact Philana Marshall on North Campus at 201-2282, orpmarshal@broward.edu; Jane Williams at Central at 201-6584; Carol Brinson at WHC at 201-7411, or cbrinson@broward.edu; Gerri Romero on South Campus at 201-8256, or gromero@broward.edu.

Kappa Delta Phi Educational Honor Society

An international honor society in education organized to recognize excellence and help education majors develop ideals of scholarship, high personal standards, and promise in teaching and allied professions. For more information, contact Sharry Kimmel, Central Campus, Bldg. 1-155, or call 201-6727, or e-mail at skimmel@broward.edu.

Kenpo

BCC Kenpo-Kobudo Club welcomes students, staff, and faculty to explore the aspects of our martial arts club: courtesy, integrity, humility, and self-control. We are here to assist the student in reaching the Kenpo Club's goals: understanding dojo etiquette, developing and improving skills, and creating an encouraging atmosphere. Please visit our website: www.kenpo.5u.com. Contact Michael Nolan on Central Campus, Bldg. 4-222, 201-6882, mnolan@broward.edu.

LAKAY: Haitian Students in Action

LAKAY: Haitian Students in Action is a Central Campus cultural and academic student organization. LAKAY's main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Contact Lulrick Balzora, Bldg. 2-104, 201-6671, lbalzora@broward.edu.

Lambda Alpha Epsilon

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Contact Central Campus at 201-6797, Bldg. 22-116.

Learning Community Club

LCC is dedicated to the advancement of the discipline inquiry into the arts, sciences and humanities. Learning Communities at North Campus promote collaborative activities across disciplines and provide opportunities to gain multiple perspectives of knowledge. For information contact Dr. Kevin Keating 954-201-2269 or kkeating@broward.edu

Le Club Francais

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. Contact Joyce Davis on Central Campus at 201-6560, Bldg. 19-221, jdavis@broward.edu.

Legal Assisting Society

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant; however, everyone is welcome to participate. Monthly meetings host guest speakers from various law firms as well as state prosecutors and public defenders. The Legal Assisting Society can also provide networking opportunities, as well as information on local and national professional societies. Contact David Goodrich, on South Campus Bldg. 71-127, 201-8011, dgoodric@broward.edu; or James Amato, Esq., on North Campus Bldg. 52-105B, 201-2217, jamato@broward.edu.

Massage Therapy Club

The massage club offers the massage students and other interested parties experiences developing a sense of community as they participate in many charity events to help raise money on campus and off. The club also provides learning opportunities with guest speakers invited to our campus and attending speaking engagements off campus. Our student body and our faculty all enjoy the massages given by our club. On North Campus, contact Sandra Stone, advisor, at 201-2074.

Noor El-Deen

The purpose of this club is to unite the Muslim community at BCC. The organization may bring in speakers that contribute to the unification of our Muslim community on campus. The membership is open to all students with an interest in the Muslim culture. On Central Campus contact Adnan Khalil, Bldg. 2-106, 201-6475, akhalil@broward.edu.

Peer Educators

The BACCHUS 7 GAMMA Peer Education Network, an international college and university program that promotes alcohol and drug awareness, along with HIV/AIDS education and prevention, and sexual violence awareness. Phi Eta Sigma on South Campus. To join, contact: South Campus Healthy Student Living office, 201-8223, Bldg. 68-270; WHC - Student Life Office, 201-7377; Central - Student Life, 201-6756, Bldg. 19-106.

Pep Club

The PEP (People Entertaining People) Club is on the South Campus. The purpose of the club is to bring activities to the campus to promote school spirit and to showcase the talents of the students. Contact Dr. Raymond Dunn, Bldg. 71-110, 201-8231 or rdunn@broward.edu.

Perspectives

Perspectives is a social science orientated organization. The objective is to explore science, philosophy and religion employing a Christian perspective as a backdrop to facilitate dialogue. Contact Winston Thompson on Central Campus at 201-6418, or e-mail wthompso@broward.edu.

Phi Beta Lambda

PBL is for students participating in business programs such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Contact Cathy Montesarchio on Central Campus, Bldg. 9-132, 201-6373, cmontesa@broward.edu; Carlton Wall on North Campus, 201-2361, cwall@broward.edu.

Phi Delta Alpha

Phi Delta Alpha is the education club on campus, and is also a student chapter of the National Education Association. Phi Delta Alpha is dedicated to serving future educators as well as the community. Contact Dr. Denise St. Patrick-Bell on South Campus, Bldg. 69-230, 201-8359, dstpatri@broward.edu.

Phi Theta Kappa

Phi Theta Kappa International is the acclaimed international honor society serving American two-year institutions which offer Associate degree programs. To become a member of Phi Theta Kappa, one must achieve a degree cumulative grade point average of 3.5 after completing 12 credit hours of college-level course work, and paying lifetime membership dues. Participation in on- and off-campus activities is encouraged. The privileges of membership include the Phi Theta Kappa seal on diplomas, the designation "Phi Theta Kappa" on transcripts, access to Society merchandise, and the distinction of wearing the Society's stole and tassel during commencement

exercises. Contacts: South Campus, Dr. Barbra Nightingale, 201-8873, bnighatin@broward.edu; Central Campus and WHC, Todd Bernhardt, Bldg.1-149, 201-6590, tbernhar@broward.edu; North Campus, Prof. Juan Calle, 201-2376, Bldg. 47-314, jcalles@broward.edu, or nptk@broward.edu; WHC, Sue Hawk-Finn, 201-7377, Bldg. 33-109, shawk@broward.edu.

Physical Therapist Assistant Club

The Physical Therapist Assistant Club was established for the purpose of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers. The club consists of those students who are currently enrolled in the Physical Therapist Assistant program. The PTA Club expects to expand its community involvement in the future and to become active in fund-raising projects, which would enable members to attend PTA sponsored seminars and conferences. For more information, contact Maria Holodak in the Center for Health Sciences at 201-2087, or e-mail mholodak@broward.edu.

Pre-Med Club

This club allows students with intentions of having medical careers share their enthusiasm and knowledge of the field of medicine. Contact Joseph Lawry on Central Campus, Bldg. 14-131, 201-6326, or e-mail jlawry@broward.edu.

Roots

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North Campus in Building 46-220, 201-2046 or gjackson@broward.edu, or rootclub@broward.edu.

Rotaract Club

The BCC Rotaract Club's mission is: "To provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service."

Rotaract is the college-age division of Rotary International. Rotary International provides scholarship and ambassadorial programs for Rotaract members. Contact Student Life on North Campus, 201-2325.

Student Programming Association (SPADES)

The Student Programming Association (SPADES) coordinates special events on Central Campus through the Student Life Department, including the Welcome Back Week Cookout and annual Laughapalooza Comedy Show. The members of SPADES are the frontrunners in generating excitement on campus. For more information, contact Student Life, Bldg. 19, Room 108, or call 201-6756.

Sailing Club

The Sailing Club provides opportunities for students to improve sailing and windsurfing skills through our weekend Keys trip clinics that are taught at the intermediate level. The Sailing Club sponsors monthly trips to the Florida Keys that are open to all student sailors. We have seasonal snorkeling and surfing trips available for beginners. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or windsurfing classes. The Sailing Club meets at the Tigertail Lake Watersports Center, which is located at 580 Gulfstream Way, in Dania Beach. For more Sailing Club information, call Jon Groover at 201-4500, or e-mail jgroover@broward.edu or contact Dr. Daniel Rieger at 201-2451, or e-mail drieger@broward.edu.

Science Club

The Science Club is open to all BCC students interested in the sciences. Students do not need to be science majors to benefit from club activities, such as field trips, discussions with invited speakers, college/community service projects and independent scientific explorations. The club offers a mechanism for science students and potential science students to get to know one another and the faculty in the various science disciplines. Contact Dr. Jeanette Madea on North Campus Bldg. 57, 201-2236 or e-mail at jmadea@broward.edu.

Seahawk Wellness

The Seahawk Wellness Center strives to provide a safe, supportive environment for students, faculty and staff. Such activity will improve self-image, increase energy and improve quality of life. Contact: Central Campus, Paula Neisner, Bldg. 11, pneisner@broward.edu; South Campus, Bldg. 68-188, 201-8911.

T.A.W.I.C.

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact Theo Derosier

on South Campus at 201-8909, or tderosie@broward.edu; or Kisha King on Central Campus, 201-6593, Bldg. 1-126, or e-mail kking@broward.edu.

Ultimate Frisbee

Come get a great workout, have fun and meet new people. We associate ourselves with positive teamwork and having a good time. The BCC Ultimate Frisbee club's mission is to play the sport, to allow ourselves the time to meet fellow BCC students and to build healthy bodies as well as minds through club activities on campus and with the community. Contact Steven Obenauf, Central Campus, Bldg. 14-137, 201-6323, sobenauf@broward.edu; or Student Life, North Campus, 201-2325.

Intercollegiate Athletics

BCC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BCC competes on a state and national level:

Women's Tennis - Central Campus (1996, 2003, 2004, & 2006 National Champions)

Men's & Women's Basketball - North Campus

Women's Softball - South Campus

Women's Volleyball - Central Campus

Men's Baseball - Central Campus (2006 Florida State Champions)

To get involved, call John Giordano at 201-6583, or e-mail jgiordan@broward.edu.

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BCC ID card for participation in intramural activities. Sports available include:

Soccer
Open Gym
Volleyball
Flag Football

Indoor Climbing
Tennis & Racquetball
Full court Basketball
Open Swim- with free lessons

The IM Sports Program offerings differ on each campus and can be changed at anytime. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus, 201-8911, Bldg. 68-188 (Activity Center); Central Campus, 201-6434, Bldg. 19-106; North Campus, 201-2437.

Open Workout

Workout facilities are available on Central, North and South Campus at no charge. A current BCC ID card, a towel and proper dress are required for participation. For hours of operation and locations, call your campus Health & Wellness Center at 201-8972 on South; 201-6948 on Central; or on North at 201-2314.

Tigertail Lake Watersports Center

Tigertail Lake Watersports Center is a student center that has many programs and trips available to students and staff.

- Saturday Sailings - offer such activities as sailing, windsurfing, canoeing/kayaking and volleyball on almost every Saturday free of charge from noon to 6 p.m. Students who do not know how to sail can call ahead and have a skipper take them for a sail. Canoes and kayaks are always available. You must wear rubber-soled shoes; we provide the lifejackets.
- Monthly trips to the Keys include trips for sailing, windsurfing, and snorkeling. Private snorkeling trips can be arranged for biology instructors to enhance their classroom experience.
- Friday Night Socials - offer students and staff the opportunity to meet at our monthly lake side dinner and a movie held at the Tigertail Lake Center. The Friday Night Social is also free of charge for BCC students and staff. Any school clubs planning on attending, please R.S.V.P. with Michaela McGuire at 201-4500.
- Diving Club also has monthly diving functions for certified members though all students are welcomed at the Lake. For more information on this program, e-mail Jon Groover at jgroover@broward.edu.

For more information, stop by any Student Life office for a Tigertail schedule or call (954) 201-4500. The new facilities at Tigertail Lake are located on the entrance road to Outdoor World, 580 Gulfstream Way in Dania Beach. Take I-95 to Griffin Road west; go left on Angler's Avenue, and left on Gulfstream Way. Visit us on the web at www.broward.edu/ws/ to check out our monthly calendar for all of our events, dates and times.

Student Media

Student Media, student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

BCC Broadcasters

The BCC Broadcasters is an organization which provides all BCC students the opportunity to learn the latest in DV (digital video), H.D. (high definition) and D-9 video technology. Adobe Premiere, Final Cut Pro H.D., and Avid are three of the programs used to edit productions. Cameras and decks are JVC D-9, mini DV, H.D., and DV Cam. Fund-raisers are used for field trips and media purchases.

The BCC Broadcasters produce their own short films, television shows and commercials for fun and experience. Members meet every Wednesday at noon in the TV studio located in the rear of the Central Campus Library, 17-142. Students from every campus are welcome. The advisor for the club is Phil Adamo, TV studio manager at Central Campus. Contact Phil Adamo in Building 17-135, or e-mail padamo@broward.edu. His phone number on campus is 201-6421.

The Observer

Broward Community College encourages and supports a free and responsible student press. *The Observer*, the college's bi-monthly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While

many of *The Observer* reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

The Observer is widely recognized for its excellence and has won numerous state, individual, and overall awards. Additionally, *The Observer* has won two National Pacemaker awards, college journalism's most prestigious award for general excellence.

The Observer's main editorial and production office is located on South Campus Bldg. 68-268. For more information, contact *The Observer* office at 201-8035 or via e-mail at bccobserver@gmail.com. Also, visit us online at: www.broward.edu/observer.

P'an Ku

P'an Ku is the BCC Student Literary/Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work, but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68-246 or call 201-8044. Students can also contact Dr. Patrick Ellingham, the faculty advisor, at 201-8858. Also, visit us online: www.broward.edu/panku/.

Leadership Development

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are 16 unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities: They include ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette and networking, and communication.

Leadership Class

The purpose of this course, only offered on South Campus, is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.

Student Government

At Broward Community College, the Student Government (SG) is the voice of the students. Student Government has many different functions including acting as the liaison between student organizations and the administration. SG is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SG researches student concerns and finds ways to resolve problems. The membership is open to any and all interested students. SG also offers various leadership opportunities in many different levels. Selected students become involved in campus, college-wide, district, and state level events.

The concept of teamwork is constantly practiced, and students learn conflict resolution. The Student Government at Broward Community College is always looking for new ideas, faces, and inspiring minds. For more information, contact the SG office on Central Campus at 201-6846, e-mail acarter@broward.edu; at the Willis Holcombe Center at 201-7377, e-mail shawk@broward.edu; on North Campus at 201-2461, e-mail nsga@broward.edu; or on South Campus, Bldg. 68-275 at 201-8997, e-mail rortega@broward.edu.

Competitive Edge

Competitive Edge is a highly selective leadership program. Participants are chosen based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. For more information, contact the Student Life office on your campus or call 201-4507, or e-mail ckeating@broward.edu.

Emerging Leader Program

The Emerging Leader Program (ELP) is a leadership development opportunity designated to introduce students to basic leadership skills. ELP

participants agree to meet twice a month during Term I and Term II to attend workshops to develop these skills. Some workshop topics may include Myers-Briggs Personality Type Indicator, Time Management, Networking, Conflict Resolution and/or Ethics. Participants in ELP receive an ELP polo shirt, portfolio, carry-bag, and have the opportunity to participate in the Student Leadership Retreats sponsored by Student Life. For more information, contact Student Life at South at 201-8973.

Student Ambassadors

Student Ambassadors promote BCC programs in the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate. For more information, contact: North-Mareta Sizemore, Bldg. 46, 201-2325, or msizemor@broward.edu; Central-201-6359, WHC-Student Life, 201-7377; South-Gerri Romero, 201-8257, or gromero@broward.edu.

O.V.A.L. Office

The Office of Volunteering and Leadership (O.V.A.L. Office) is a clearinghouse for students, faculty and staff members of BCC to learn about various volunteer and leadership opportunities both at BCC as well as in the community. From planning Habitat for Humanity workdays, beach cleanups at John U. Lloyd State Park, or weekend long leadership seminars, the O.V.A.L. Office is always interested in planning programs that are beneficial to BCC students as well as the community. For more information, visit the O.V.A.L. Office at Central Campus, Building 19, Room 106, or call 201-6237; South Campus, Building 68, Room 276, or call 201-8973

Tigertail Ropes Challenge Course

Participate in a half or full day on the Tigertail Ropes Challenge Course. Your participation in a ropes course will facilitate growth, while allowing you to choose your level of challenge. It is not teaching in a traditional sense, but instead learning takes place through the guided process of action, reflection and application. Areas explored include communication, goal-setting, planning, critical thinking, accountability, support systems, decision-making, leadership styles, positive risk-taking, and more. Student clubs/organizations, classes and faculty/staff groups are encouraged to sign up for a date. Additionally, open

challenges are offered several times each semester. For more information, contact Rick Fial, program coordinator, at 201-4500, or e-mail rfial@broward.edu. Check out the Tigertail website at www.broward.edu/ws.

BCC Bookstores

BCC Bookstores are owned and operated by the college and function as a service to the students, faculty, administration and staff .

The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries, reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, and a whole lot more.

Services also include special orders for books and software not normally carried as basic stock and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, Master Card, Amex & Discover credit cards. Textbooks can be ordered online at www.broward.edu/Bookstore. Bookstore hours of operations are posted on our web-site.

Central Campus Bookstore	Bldg. 19	(954) 201-6830
North Campus Bookstore	Bldg. 46	(954) 201-2224
South Campus Bookstore	Bldg. 67	(954) 201-8805
WHC Bookstore	FAU Tower	(954) 762-5204
Pines Center Bookstore	Bldg. 101	(954) 201-3604
Weston Center Bookstore	Bldg. 110, 2nd floor	(954) 201-8929

Students' Right To Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2005, the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking	6
Burglary/Breaking & Entering	47
Homicide Offenses.....	0
Motor Vehicle Theft.....	8
Robbery.....	0
Sex Offenses, Forcible	0
Liquor Violation Arrests.....	0
Drug Abuse Violation Arrests.....	1
Weapons Violation Arrests.....	1

Student Rights and Responsibilities

BCC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

Accessing Online Policies

The policies contained in the handbook are accurate as of the date of publication. For the most official up-to-date policies and procedures, please see the BCC web site. To access BCC policies online, go to the BCC homepage at www.broward.edu. Go to the Search BCC box on the right side of the webpage and type in policy. The following section is a summary of BCC's policies and procedures.

Bill of Rights

Student Bill of Rights (BCC Policy 6Hx2-5.25)

BCC Students are offered the following rights:

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the Student Handbook, College Catalog, and other appropriate publications of the College.

Access to Education: Broward Community College maintains an open-door to all students who qualify according to the BCC admission standards.

Sources:

- BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BCC Policy 6Hx2-5.01: Admission
- BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- BCC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct:

Students have the right to due process when charged with a violation of the

Student Code of Conduct.

Source:

- BCC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veteran's status.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- BCC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BCC.

Source:

- BCC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines set forth in BCC Policy.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below:

- BCC Policy 6Hx2-4.02: Academic Load
- BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- BCC Policy 6Hx2-4.04: CLAST Waivers
- BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer

- BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities
- BCC Policy 6Hx2-4.11: Program Acceleration
- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- BCC Policy 6Hx2-4.20: Religious Observances
- BCC Policy 6Hx2-4.23: Academic Standards of Progress
- BCC Policy 6Hx2-5.01: Admissions
- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional Issues

Student Code of Conduct

Student Code of Conduct (BCC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students as well as appropriate disciplinary procedures and sanctions:

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the BCC web site at www.broward.edu.

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

1. Dishonesty, including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, look at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have

appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b) Furnishing false information to any BCC official or faculty member
 - c) Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
 - d) Tampering with the election of any recognized BCC student organization.
2. Disruption: Disruption or obstruction of teaching, research administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non- BCC activities, when the act occurs on BCC premises.
 3. Abuse: physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
 4. Theft or Damage to Property: attempted or actual theft of and/or damage to property of BCC or property of a member of the BCC community or other personal or public property.
 5. Discrimination as defined in BCC Policy 6Hx2-5.22
 6. Sexual Harassment as defined in BCC Policy 6Hx2-5.20
 7. Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20
 8. Hazing as defined in Florida State Statute 240.1325
 9. Non-Compliance with Directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 10. Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
 11. Violation of published BCC policies/procedures, rules or regulations.
 12. Violation of Law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.

13. Controlled Substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
15. Public intoxication.
16. Weapons and Dangerous Materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
17. Unauthorized Demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18. Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
19. Disorderly Conduct: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
20. Computer Usage:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and pass word.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or BCC official.
 - e) Use of computing facilities to send or receive obscene or abusive messages
 - f) Use of computing facilities to interfere with the normal operation of BCC computing system.
21. False Representation: contracting or representation in the name of the College.
22. Abuse of the student discipline system, including but not limited to:
 - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
 - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing.

- d) False accusations of student misconduct knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
 - g) Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h) Failure to comply with the sanction(s) imposed under the Student Code.
 - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
24. Violation of Law and BCC Discipline: to obtain assistance that would not have otherwise been provided.
- a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
 - b) BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - c) When a student is charged by federal, state or local authority with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.
 - d) BCC will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

1. The offense occurred at an event that was sanctioned by an officer of the organization.
2. Organizational funds are used to finance the activity.
3. The event where the offense occurred is substantially supported by the organization's membership.
4. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
5. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

Procedures: Student Code of Conduct

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the

responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

ARTICLE II: SANCTIONS

1. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
3. Loss of Privileges - Denial of specified privileges for a designated period of time.
4. Fines - Student may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.
5. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions - Work assignments, service to BCC or other related discretionary assignments
7. Withdrawal Without Refund - Withdrawal without refund is administratively imposed for violations of specific regulations.
8. BCC Suspension - Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. BCC Expulsion - Permanent separation of the student from BCC.
10. The following sanctions may be imposed upon BCC groups or organizations:
 - a) Those sanctions listed above.
 - b) Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions

shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received involving allegations of academic dishonesty as outlined in BCC Policy 6Hx2-4.19 and Procedure A6Hx2-4.19.
2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.
3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
5. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice

President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.

6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

ARTICLE IV: HEARING PROCEDURES

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by one any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least one business day prior to the hearing.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.
8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.

11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Disruptive Student Policy

Disruptive Student Policy (BCC Policy 6Hx2-5.19)

The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, Student Responsibilities, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund for the term during which they were suspended and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

Procedures: Dismissal of Disruptive Students

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus/center chief student affairs officer, consistent with BCC Policy 6Hx2-5.19, Dismissal of Disruptive Students. The campus chief student affairs officer will assess the student's condition, and if further evaluation is needed he/she will consult with the Vice President for Student Affairs and Enrollment Management. The campus/center chief student affairs officer and Vice President will determine whether an evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation. The campus/center chief student affairs officer may decide not to allow the student onto campus prior to the results of professional evaluation.

The student will be informed by the campus/center chief student affairs officer of the reason(s) that he/she is being referred for the initial evaluation and whether the College will assume the expense for this evaluation. The results of the evaluation will be used by the Vice President, and the campus/center chief student affairs officer, in determining the student's enrollment status with the College.

The College will retain the services of professional clinicians who:

1. Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
2. Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
3. Will provide information regarding follow-up treatment if necessary.

4. Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

Re-entry Process: If a student, who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

1. The campus/center chief student affairs officer must be contacted by the student regarding her/his request for re-entry to the College. The campus/center chief student affairs officer, in consultation with the Vice President for Student Affairs, shall determine if a student will be allowed to return to BCC. Students who are considered likely to disrupt the educational environment or who pose a threat to persons or property will not be re-admitted.
2. If a student does not agree with the decision made by the campus/center chief student affairs officer, he/she may appeal to the Vice President for Student Affairs and Enrollment Management.

Unlawful Sexual Harassment/Battery/Assault Policy

Unlawful Sexual Harassment /Battery/Assault Policy (BCC Policy 6Hx5.20)

The Unlawful Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

Sexual Harassment: As established in the College's Policy 6Hx2-5.22, *Unlawful Discrimination, Harassment and Retaliation Policy*, the College intends to protect all students from sexual harassment.

For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

- Displaying or posting offensive sexually suggestive pictures or materials on campus.

Sexual Battery/Assault: No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined below.

Sexual Battery Defined: Commonly referred to as rape, *sexual battery* shall be defined in accordance with *Florida Statutes*, Chapter 794.011, as a criminal act consisting of “oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object” without that person’s consent. *Consent* means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Furthermore, consent cannot be obtained from a person who is temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct. Under Florida law, both males and females may be *victims* of sexual battery. It does not matter whether the victim knew his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

Procedures: Unlawful Sexual Harassment/ Battery/Assault

The Unlawful Discrimination, Harassment and Retaliation Procedure for Students, A6Hx2-5.22, is the appropriate procedure to follow in order to file a complaint of sexual harassment.

Sexual Battery/Assault: The Chief Student Affairs Officer on the campus/center has the responsibility to administer this procedure. Any violation of the College’s Policy 6Hx2-5.20, *Unlawful Sexual Harassment/Battery/Assault*, on-campus or at College-sponsored events, shall be reported immediately to the Campus Security Office, the Campus Provost, and the campus/center Chief Student Affairs Officer. The Chief Student Affairs Officer or Campus Provost/Center Director and/or Campus Security Office shall immediately confer with the Vice President for Student Affairs and Enrollment Management and notify appropriate law enforcement agencies. The investigation of sexual battery/

assault shall be the responsibility of law enforcement personnel.

College personnel shall assist the law enforcement agencies as required under the law. College personnel may also offer counseling support to victims and their families and arranging referrals to community agencies as necessary.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the Campus Provost/Center Director or the Chief Student Affairs Officer will consult with the Vice President for Student Affairs and Enrollment Management, with law enforcement personnel, and the College attorney, to decide the appropriate disciplinary action to take, if any, against the alleged offender. Action take by the College against the alleged offender will be pursuant to the College disciplinary process as outlined in the *Student Handbook* to ensure a safe and harmonious educational environment for students.

In the case of off-campus violations of this policy involving students, the Chief Student Affairs Officer, Campus Provost/Center Director and Vice President for Student Affairs and Enrollment Management may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable *Florida Statutes*. Victim counseling and other support may also be provided according to the needs of the victim and family members.

Unlawful Discrimination, Harassment, and Retaliation Policy for Students

Unlawful Discrimination, Harassment, and Retaliation Policy for Students (BCC Policy 6Hx2-5.22) was developed to uphold laws protecting students against discrimination of all types:

General Statement: Broward Community College recognizes its obligation to work towards a community in which diversity is valued and equal access to educational opportunities are provided free from discrimination, and unlawful harassment and retaliation in accordance with federal, state and local laws.

Administration and Consultation: The Campus Provost/Center Director, working in close consultation with the Vice President for Student Affairs and Enrollment Management, and the Equity Office in Human Resources shall investigate formal and informal complaints according to the College policies and procedures. Campus Provost/Center Director have the administrative responsibility to ensure that the College community adheres to the College's policies prohibiting discrimination, harassment, and retaliation.

1. The College affirms its commitment to ensure that every student/

applicant for admission be permitted to learn in an environment free from any form of discrimination or harassment based upon race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, or veteran status, or other legally protected classification.

2. Any student/applicant for admission who believes that they have been subjected to discrimination, harassment or retaliation in violation of the College's policies may file a complaint within sixty (60) days of the alleged harassment, discriminatory and/or retaliatory conduct by utilizing either an informal and/or formal complaint process as defined in procedure A6Hx2-5.22.
3. The College affirms its commitment to ensure that students/applicants for admission who complain about discrimination or harassment are protected from retaliation based upon their good faith opposition to discriminatory conduct. Pursuant to this policy, the College establishes a procedure whereby students/applicants for admission may file a complaint of alleged discrimination or harassment without fear of retaliation.
4. It shall be a violation of this policy for any officer, employee, student, or agent of the College to discriminate against or harass, as hereinafter defined, any student/applicant for admission.
5. Any administrator or supervisor who suspects or becomes aware of any alleged discrimination, harassment or retaliation must immediately notify the Campus Provost/Center Director.
6. Failure of any college employee to notify the Campus Provost/Center Director of actual or suspected sexual harassment or any other type of discrimination, harassment or retaliation of any type is a violation of this policy.
7. Violation of this policy by any employee shall result in appropriate corrective and/or disciplinary action, up to and including termination of employment.
8. The procedure and time limitations for filing a complaint for a violation of this policy are set forth in Procedure A6Hx2-5.22, Reporting Violations and Conducting Investigations of Student Complaints Alleging Discrimination, Harassment and/or Retaliation.
9. All complaints of discrimination, harassment, retaliation, and investigations of the same will be kept as confidential as possible to the extent possible to permit an effective investigation, and as allowed by law.
10. All persons who are involved in the investigation of a complaint of discrimination, harassment or retaliation are urged to respect the privacy of both the complaining student and the alleged wrongdoer so as not to impair the reputation, education, or career of either. All parties must be aware of the seriousness of such complaints and the potential harm to everyone concerned.

Definitions:

1. Discrimination is defined as treating any student/applicant for admission

differently than others are treated based upon race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, and/or veteran status, or other legally protected classification.

Conduct which falls into the definition of discrimination and which is prohibited by this policy includes, but is not limited to:

- a) Disparity of treatment in recruitment of students, delivery of educational programs and related support services on the basis of membership in one of the groups listed in item (1) above.
- b) Limiting access to athletic, social, cultural or other college activities based upon membership in one of the groups listed in item (1) above.
- c) Retaliation for filing complaints or protesting practices which are prohibited under this policy.

Discrimination in educational opportunity based upon a bona fide requirement or distinction (i.e., gender-specific restrooms, athletics, and other such areas) is not a violation of this policy.

- 2. Unlawful harassment is defined as conduct that is unwelcome and unreasonably interferes with a student/applicant for Admission's access to education, a students' access to academic performance or participation in athletic, social or other college activities by creating an intimidating, hostile, or offensive environment.
 - a) It may, depending on the circumstance, include offensive or demeaning language or treatment of an individual, where such language or treatment is based on prejudicial stereotypes of the group to which an individual may belong.
 - b) It may also include, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
 - c) For the purpose of this policy, sexual harassment is as defined in BCC Policy 6Hx2-5.20 – *Unlawful Sexual Harassment/Battery/Assault*.
- 3. Conduct which falls into the definition of unlawful harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, or veteran status or other legally protected classification.
- 4. The College strongly encourages any alleged victims of harassment and/or discrimination to promptly report the incident. The College recognizes the unusual burden that the alleged harassing or discriminatory conduct

places on the recipient and acknowledges the necessity for a thorough and careful resolution of all reported cases. It is contrary to College policy for any individual to engage, whether directly or indirectly, in retaliatory action against a person who files a harassment and/or discrimination complaint. Persons who participate in any investigation of such a complaint should not be retaliated against. As used in this paragraph, “retaliatory action” is any material adverse action taken against the person who makes or supports a complaint of discrimination. A material adverse action can be (depending on all of the circumstances) disciplinary action, the denial of admission, denial of a degree, poor grades, material changes in the terms and conditions of admission or education, suspension or expulsion from school, or by creating a hostile or threatening environment. Any student who believes that retaliatory actions have been taken against him or her for having filed a complaint or provided testimony in an investigation of harassment and/or discrimination must contact the Campus Provost/Center Director.

5. Jurisdiction of Campus Provost/Center Director

a) Complaint by Student against Student

In carrying out the applicable College policies and upon receipt of a complaint, the Campus Provost/Center Director will investigate or facilitate investigation and make recommendations following such investigations. Consistent with federal and state law related to harassment and nondiscrimination, the Campus Provost/Center Director will investigate (or facilitate investigation) complaints of harassment and discrimination on the basis of any protected category. The Campus Provost/Center Director may also conduct investigations (or facilitate investigations) based upon requests for Administrative Reviews from Deans, Directors, Vice Presidents, and the President when those administrators believe that harassment and/or discrimination in violation of federal or state law may be occurring in their units.

b) Complaint by Student, Faculty, or Staff against Faculty or Staff

Upon receipt of a complaint by a student against Faculty or Staff, the Campus Provost/Center Director shall refer the complaint to the Equity Office in Human Resources.

Employees should refer to College Policy 6Hx2.3.34 *Discrimination, Harassment and Retaliation Policy for employees*.

6. Scope of Prohibitions: The policies enunciated above are relevant to all educational or student recruitment activities involving students/applicants

for admission involving the College and its employees, including, but not limited to, all educational, cultural, and social activities occurring on campus or sponsored by the College.

Procedures: Reporting Violations and Conducting Investigations of Student Complaints Alleging Discrimination, Harassment, and/or Retaliation

General Statement: In compliance with Board Policy 6Hx2-5.22, any student who believes that they have been subjected to unlawful discrimination, harassment or retaliation in violation of the College's policies may file a complaint within ninety (90) days of the alleged discriminatory, harassment and/or retaliatory conduct by utilizing either an informal and/or formal complaint process described below. (For employee Complaints about alleged discrimination, harassment, or retaliation, refer to College Policy 6Hx2-3.34 and Procedure A6Hx2-3.34).

Complaints: The informal complaint process does not have to be exhausted prior to filing a complaint under the formal complaint process. Complainants are encouraged, where applicable, to attempt initially to resolve complaints through the informal process. Additionally, individuals who believe that they have been victims of unlawful discrimination, harassment or retaliation may file a complaint with the appropriate federal, state or local agencies.

Upon receipt of an informal or formal complaint, the Campus Provost/Center Director will provide an initialed, signed, date-stamped copy of the complaint to the complainant.

The complaint shall contain:

1. The name, campus, home address and telephone number(s) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful act(s) in sufficient detail to give each respondent an account of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged act(s) of unlawful discrimination, harassment, or retaliation occurred. If the act(s) occurred on more than one date, the statement should also include the last date on which the act(s) occurred as well as detailed information about the prior act(s). The names of any potential witnesses should be provided.

3. The name(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination, harassment or retaliation.
4. Identification of the category of the person(s) charged i.e. faculty, staff or student.
5. Other supplemental information may be requested.
6. Upon receipt of the complaint, the Campus Provost/Center Director will notify the respondent(s), that a complaint has been made and that the respondent is to immediately contact the Campus Provost/Center Director to arrange for a time to meet and discuss the allegations.
7. This process will be used for both the initiation of complaints under the informal and formal procedure and the conversion of the complaint to the formal procedure.

Informal Complaint Process:

1. Any student who believes he/she has been the subject of conduct in violation of the College's above-stated policies must contact the Campus Provost/Center Director. A supervisor who receives a complaint of discrimination, harassment or retaliation from an employee shall immediately refer such complaint to the Campus Provost/Center Director who will investigate the complaint.
2. If a complainant elects to have the matter dealt with in an informal manner, the Campus Provost/Center Director will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.
3. At the informal level, the goal is to resolve the situation to the mutual satisfaction of all parties. The informal processing of a complaint will be based on principles of mediation, communication, negotiation, facilitation, and problem-solving that emphasizes fairness, the needs and interests of the participants, and to the extent possible confidentiality.
4. In seeking an informal resolution, the Campus Provost/Center Director shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent(s), if appropriate under the circumstances. If a resolution satisfactory to both the complainant and the respondent is reached, a written notice to that effect along with the terms of the agreement reached and a copy of the complaint, with redacted personal contact information, will be sent to the complainant and respondent(s). Any agreement reached shall be signed and dated by the complainant, the respondent(s) and the Campus Provost/Center Director. The College will attempt to complete the informal process no later than ninety (90) working days after the complainant and the respondent(s) have agreed to this process. If the Campus Provost/Center Director is unable to resolve the complaint to the mutual satisfaction of the complainant and the respondent(s) within the timeframe for filing of the complaint, the Campus Provost/Center Director shall notify all the parties accordingly. The Campus Provost/Center Director will again

advise the complainant of his/her right to proceed to the formal process. The time limitations set forth may be extended by mutual agreement of the complainant and the respondent(s) with the approval of the Campus Provost/Center Director

5. If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the Campus Provost/Center Director may terminate any further processing of the complaint.
6. If the complainant first pursues the informal process and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, sign and date the complaint form.

Formal Complaint Process:

1. A formal complaint may be made in writing or by telephone to the Campus Provost/Center Director. Upon receipt of a written or verbal complaint, the Campus Provost/Center Director will furnish the complainant with a copy of the Harassment and Discrimination Complaint Form which must be completed and signed.
2. Upon receipt of a complaint, the Campus Provost/Center Director will mail a notice of the complaint and a copy of the complaint to the respondent(s) and initiate the investigation.
3. The Campus Provost/Center Director shall investigate the complaint. The investigation may include, but is not necessarily limited to, interviewing the complainant, witnesses, and respondent(s) and reviewing any relevant documents. Upon completion of the investigation, a report shall be prepared which includes a summary of the complaint, a description of the investigation, the findings, and recommendations for further action by the College, if any.
4. If the complaint is about the Campus Provost/Center Director the complaint shall be made to the Vice-President for Student Affairs and Enrollment Management. The Vice President for Student Affairs will coordinate with the Vice President for Human Resources and Equity to ensure that appropriate college policies and procedures are followed regarding complaints against employees.
5. The College will attempt to complete all investigations within ninety (90) working days after the date the formal complaint is filed. The time limitations set forth may be extended by mutual agreement of the complainant and the respondent(s) with the Campus Provost/Center Director.
6. The College will take all necessary and appropriate action to resolve the situation. This could include, but not be limited to, instituting appropriate counseling or disciplinary action or proceedings which may include counseling up to and including termination.

Voluntary Withdrawal of Complaint: The complainant may withdraw the complaint at any time by submitting a written statement to the Campus Provost/Center Director, indicating his or her desire to withdraw the complaint and stating that the decision to withdraw the complaint was made by his or her own volition, without coercion or threat of retaliation.

Record of Complaint: The Equity Office in Human Resources will maintain all documents regarding complaints of discrimination, harassment and retaliation in a file separate and confidential from the complainant's personnel file or student's academic record, to the extent permitted by law.

Resolution of Complaint: The final report of the investigating official shall be transmitted to the complainant, the respondent(s), the respondent(s) immediate supervisor, the Vice President for Student Affairs and Enrollment Management, and the Vice-President for Human Resources and Equity and/or his or her designee. If disciplinary action is warranted, the appropriate College official shall make a recommendation as to the discipline and/or suggest any other corrective action. In making a decision regarding discipline, any record of previous conduct and the seriousness of the violation may be considered. The Equity Office in Human Resources and/or the Vice-President for Human Resources and Equity, and the Vice President for Student Affairs and Enrollment Management shall approve the proposed resolution. Disciplinary action shall be taken in accordance with BCC policy and procedures affecting the class of employees and the terms of any applicable collective bargaining agreement(s).

Review of Findings:

1. Either party may request that the President or his/her designee review the findings of the investigating official by filing a written request within twenty (20) days of the receipt of said findings.
2. The request shall be in writing, and shall set forth the issues to be considered in the review. Copies of the request shall be provided to the opposing party, the investigating official, and to the President or his or her designee.
3. The written request must state in detail the reason(s) for the review and shall address one or more of the following: relevant evidence was not reviewed or factual errors were included; there were substantial procedural errors; new evidence is available; or the factual evidence was insufficient to support the findings.
4. The opposing party and/or the investigating official may file a response to the request with the President or his or her designee within twenty (20) days of receipt of the request.
5. The President or his or her designee shall issue a written finding no more than twenty (20) days after receipt of the request or a response to the review, whichever is later.

Duty to Report Alleged Violations: Any administrator or supervisor who receives a complaint or has knowledge about allegations of violations of Policy 6Hx2-5.22 by or against any member of the College community has the duty to report the same to the Campus Provost/Center Director. Administrators and supervisors shall also inform the complainant of the process for filing a complaint. Any administrator, or supervisor who knowingly fails to comply with Policy 6Hx2-5.22 and 6Hx2-5.20 may be subject to discipline, up to and including termination of employment.

Prohibition of Retaliation: It is a violation of BCC policy for any action to be taken against a student because he or she has filed a complaint or participated in an investigation. Any act of retaliation shall be treated as a separate allegation of discrimination.

Confidentiality: All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible throughout the investigation and to the extent allowed by law.

No Waiver of Rights: Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency as permitted by law.

Complaint Process for Students for Non-Instructional Issues

Complaint Process (BCC Policy 6Hx2-5.23) The Complaint Policy assures rapid resolution of conflicts between students and faculty:

The College encourages its students to resolve their differences with College employees as soon as possible; however, so that students may be assured fair consideration of their problems, an appeal process to a higher-level authority, without prejudice, is hereby established.

Complaint Defined: For the purpose of this policy a complaint is defined as a student's perception of the improper application of the College's policies or procedures. Complaints of discriminatory treatment should be made through the College's student policy prohibiting Unlawful Harassment, Discrimination and Retaliation, Policy 6Hx2-5.22 and Procedure A6Hx2-5.22.

Any student has a right to file a complaint. The President shall establish appropriate procedures for facilitating complaints from students.

Procedures: Complaint Process for Non-Instructional Issues

The following steps are established to provide a fair review of student non instructional complaints.

Informal Resolution: The student shall informally submit his/her complaint to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must promptly file his/her complaint within 30 calendar days after the incident is alleged to have occurred and the complaint must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their complaint without asking for any action on the part of the College. However, even if the student requests that no action be taken on his/her complaint, the College may be required to investigate and take appropriate action under the law and/or the College's policies and procedures.

Formal Resolution: If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must promptly file his/her complaint within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate Provost or Vice President.

The Vice President for Student Affairs and Enrollment Management may serve as a liaison between students and staff at all levels of the complaint process.

HIV/AIDS

HIV/AIDS (BCC Policy 6Hx2-5.16)

The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193.

In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus student life offices will coordinate a program consisting of education, prevention, activities, and counseling services. Students will be referred to community and governmental agencies for additional support as necessary.

No student will be denied admission to the College on the basis that he/she has HIV. The College will not inquire of any potential student as to whether or not that person has HIV except where health records are required. In accordance with Florida Statutes 381.609, and the American College Health Association's Recommended Standards and Practices for a College Health Program, any student who informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of their medical condition. No person, group, agency insurer, employer, or institution shall be provided any medical or other information without the prior specific written consent of the affected person. In the health sciences, medical records or other information will not be disclosed unless required by the health care agency where the student is acquiring clinical experiences. Students with HIV/AIDS who do not pose a threat to the safety of themselves or others will remain in classes.

The Broward Community College Student Handbook provides further information concerning HIV and AIDS, including identification of additional campus resources that may provide further information on HIV and AIDS. Any student who feels that they have been discriminated against in violation of this policy should notify the Vice President for Student Affairs.

ADA Compliance

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator, Marcia Conliffe at 201-7634, or e-mail mconliff@broward.edu, or 225 E. Las Olas Blvd. Rm. 125C, Ft. Lauderdale, FL 33301.

Equity Coordinator

The Equity Coordinator is designated to coordinate compliance with civil rights protections. The Equity Coordinator for Broward Community College is the vice president for human resources and equity. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Edna Chun at 201-7693, or e-mail edna@broward.edu, or 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301.

Student Ombudsman

Student Ombudsman (BCC Policy 6Hx2-5.26)

Broward Community College has designated personnel to serve as ombudsmen to advocate for student issues:

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

The College Ombudsman is the Chief Student Affairs Officer for the College, Vice President for Student Affairs. The Campus Ombudsman for each campus is the Dean of Student Affairs at each campus, and the Director of Student Affairs at each center.

Procedures: Student Ombudsman

The college provides students with an Academic Standards Committee which is empowered to address students' requests for exceptions to academic policies:

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

1. The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.

2. The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
3. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
4. In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
5. After careful review of the petitions the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
6. The student shall be notified in writing of the Vice President's decision.

Computer Usage

College Network and Software Usage by Students (BCC Policy 6Hx2-8.02)
The College Network and Software Usage policy protects against unlawful use of BCC computers:

BCC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BCC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BCC reserves the right to monitor any and all network activities including Internet access. Only authorized BCC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum. In addition, all software and files downloaded from non-BCC sources via the Internet should be screened with BCC approved virus detection software and students should not open e-mail attachments with .exe, .vbs, or .com extensions.

E-mail Usage

College Communication to Students Via E-mail (BCC Policy 6Hx2-8.04)
The College Communication to Students Via E-mail protects against inappropriate use of the e-mail system:

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BCC e-mail account to ensure they are kept up to date on official college correspondence. Students who maintain personal e-mail accounts outside of BCC may forward their BCC e-mail to these accounts. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slurs or pornographic comments or images or to transmit chain letters.

These are abridged versions of the computer policies and procedures and the complete procedures can be found on the web at www.broward.edu.

How to activate your BCC e-mail address:

Only current students will be provided with a BCC e-mail account. Log onto my BCC/SOS Login: www.broward.edu

1. Enter Login ID
2. Enter PIN
3. Select Personal tab
4. Select Student e-mail tab
5. Student must read the BCC Student Computer Fair Use Guidelines and Agreement and accept the terms

Payment and Refund of Student Fees

Parking Fees:

All students will be assessed a parking fee as part of their schedule which will allow them to receive a parking sticker and park at any campus or center location for the term paid. Students may request an exemption from the parking fee. Students who receive the exemption will not be assessed the parking fee, will not receive a parking sticker and will be subject to the same traffic rules, regulations and fines should they park on campus after receiving the exemption. Those students, who normally attend BCC on a full exemption (i.e. dual enrollment, homeless, foster child, etc.), will receive a parking sticker. You may request a parking fee exemption as part of your BCC web registration process at www.broward.edu, or contact the BCC Response Center via e-mail at responsecenter@broward.edu

Students will receive their parking sticker via the U.S. mail. Students will attach the sticker to a plastic hang tag that will be hung from the rear view mirror. Students may pick up a plastic hang tag at the following campus locations: Campus Safety, Registration, Bookstore, or Cashier Office. Non-

credit students will receive parking instructions or an online hangtag as a part of their web registration/fee payment process. Non-credit classes located at the Willis Holcombe Center downtown are directed to pay for parking at the City Parking Garage kiosk. Please consult the student Traffic Rules and Regulations Handbook for additional parking information, which is available online at www.broward.edu and at your Campus Security Office.

Cashier's Office and Financial Services via the Web

Students may pay tuition and fees and obtain financial information from either a campus Cashier's Office or the Broward Community College website at www.broward.edu, under PAYMENT, students may access the following options:

- Pay by credit card
- Instructions to pay by mail
- Information regarding a student's tuition and fees for a specific term including the fee payment due date
- 1098T tax information including duplicate forms for current and prior years and answers to frequently asked questions
- View and accept Florida Prepaid College Program coverage
- View all tuition, fees, book, and outstanding debt payments and coverage for a specific term
- View and print copies of payment receipts

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full. There are three ways to pay for classes: by American Express, Discover, Visa or MasterCard on the web, by mailing a check to the Downtown Center Cashier's Office, no counter (starter) checks will be accepted, or by paying with cash, check, credit card at a campus Cashier's Office.

Checks must be made payable to Broward Community College and include the student's social security number. Checks or money orders for payment of student fees must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed. If the payment is by credit card, the authorized user must be present. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full.

To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28), and collection of funds owed to the college policy (Policy 6x2-6.16), visit www.broward.edu/polprocman. Additional information may also be available in the college catalog.

Students are required to maintain current address information with the

College. Address information can be updated via the web or at your campus Admission's Office.

For office hours and additional information, contact your campus Cashier's Office at:

Central Campus - 201-6545

North Campus - 201-2210

South Campus - 201-8830

WHC - 201-7508

Pines Center - 201-3607

Refunds of Student Fees

Student fees, charges, and refunds (BCC Policy 6x2-6.13). Students are eligible for refunds in certain specific cases. The following is an excerpt from the complete policy. To read the complete policy visit www.broward.edu/polprocman.

Refunds:

When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

Refunds for Degree and Certificate Program Courses:

A full refund of tuition and out-of-state fees, and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period.

Student Financial Services and Student Business Services shall establish refund guidelines pursuant to federal rules.

Refunds due to extenuating circumstances: When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a 100 percent refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petition for refunds received outside the specified time frame.

Students have responsibility to learn—and comply with—prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period.

The refund may be issued in the form of a check or credit card refund depending on how the class(es) were originally paid. A class that is paid with cash or check will be refunded in the form of a check. A class that was paid with a credit card will be refunded to the credit card. Students whose classes

were paid with financial aid may receive a check refund pending a review of the student's continued eligibility after the drop of class(es) by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refunds for Continuing Education Courses:

A 100 percent refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100 percent refund for continuing education courses may occur up to the second class period for those meeting more than once. Refunds for extenuating circumstances may be approved by the appropriate senior administrator in accordance with the above requirements for degree and certificate program courses.

Academic Policies

BCC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

Community College Transfer Guarantee

The Community College Transfer Guarantee assures that students with an Associate in Arts degree are guaranteed specific transfer rights to other state colleges and universities:

Students who graduate from Florida community colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven state universities, except to limited access programs.
- Acceptance of at least 60 semester hours by the state universities
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).
- No additional General Education Core requirements.

- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BCC. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

Class attendance policy

Class attendance policy (BCC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

It is a student's responsibility to attend classes to ensure they are properly enrolled. Starting fall 2007, faculty will report student non-attendance, if they stop attending class prior to the withdrawal date, they will be administratively withdrawn from class and receive a W or, if it is their third attempt, an F. If a student stops attending class after the withdrawal date, they will receive a WF that will then be computed as an F in their GPA. For financial aid and veteran benefit recipients, this will affect the amount of the award. For international students, this will affect their full-time F-1 status requirement. For further information, visit www.broward.edu/sfs or call 954-201-7623.

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

Non-Penalized Absences

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

Student Responsibilities Relative to Non-Penalized Absences

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

Appeals

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Grades and Grade Appeal Process

Grades and grade appeal process (BCC Policy 6Hx2-4.19)

The grades and Grades Appeal process policy establishes a mechanism for students to challenge a grade:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

Total Attempts College-Level Courses

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Total Attempts - College-Preparatory Courses

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

Final Grades and Records

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

Grades		Points	Grades		Points
I	Incomplete	0	NG	No Grade Assigned	0
W	Official Withdrawal	0	NR	Grade Not Received	0
X	Audit	0	S	Satisfactory	0
XW	Audit Withdrawal	0	U	Unsatisfactory	0
			NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

I Incomplete

An I grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the I changed to a final grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a W for a student withdrawal from a course.

1. The student may withdraw without academic penalty from any course by the midpoint in the semester.
2. The student will be permitted a maximum of two withdrawals per course.

3. Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an X grade, but an XW indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

NC Non-Credit Course

The NC is assigned automatically for any zero credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

NG No Grade Assigned

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

S and U Satisfactory and Unsatisfactory

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

Forgiveness

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she

has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange the meeting between the student

and the Faculty member.

Either the Faculty member or the student may request the Associate Dean or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Associate Dean.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward Community College Policy Manual, in the Broward Community College Faculty Staff Handbook, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal Request Package from the Student Affairs Office or the Associate Dean. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the Grade Appeal Request Package to the Faculty member via the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal Request Package from the student as a result of Step 1.

If the Instructor is also an Associate Dean, the Dean of Academic Affairs will designate another Associate Dean to conduct the mediation.

Following the mediation session, the Associate Dean will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee.

If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Academic Dean within five working days of the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal Request Package to the Campus Academic Dean/Center administrator. The Campus Academic Dean will submit the Grade Appeal Request Package to the Campus Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas. The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal Request Package. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward Community College Policy Manual, in the Broward Community College Faculty/Staff Handbook, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Grade Appeal Process For Academic Dishonesty

The students, Faculty, administration and staff at Broward Community College value academic honesty as the foundation of the teaching and

learning process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations.

Breaches of the College's Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange and attend the meeting between the student and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student's assertion of innocence.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Associate Dean. At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Associate Dean's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make

the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Associate Dean prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Associate Dean will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Associate Dean's mediation, he/she may notify the Campus Academic Dean within five working days of receiving the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean. The Campus Academic Dean will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus Grade Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The

remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas. The CampusCenter Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Religious observances

Religious observances (BCC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward Community College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward Community College Policy 6Hx2-4.18, Class Attendance.

NOTES

AUGUST 2007

JULY 28, 29 2007

SATURDAY / SUNDAY

JULY 30 2007

MONDAY

JULY 31 2007

TUESDAY

AUGUST 1 2007

WEDNESDAY

AUGUST 2 2007

THURSDAY

AUGUST 3 2007

FRIDAY

AUGUST 2007

AUGUST 4, 5 2007

SATURDAY / SUNDAY

AUGUST 6 2007

MONDAY

AUGUST 7 2007

TUESDAY

AUGUST 8 2007

WEDNESDAY

AUGUST 9 2007

THURSDAY

AUGUST 10 2007

FRIDAY

AUGUST 2007

AUGUST 11, 12 2007

SATURDAY / SUNDAY

AUGUST 13 2007

MONDAY

AUGUST 14 2007

TUESDAY

AUGUST 15 2007

WEDNESDAY

AUGUST 16 2007

THURSDAY

AUGUST 17 2007

FRIDAY

AUGUST 2007

AUGUST 18, 19 2007

SATURDAY/SUNDAY

AUGUST 20 2007

MONDAY

Sessions I&II Classes Begin 8:00 am

AUGUST 21 2007

TUESDAY

AUGUST 22 2007

WEDNESDAY

AUGUST 23 2007

THURSDAY

AUGUST 24 2007

FRIDAY

Weekend College Sessions I & II classes begin

AUGUST 2007

AUGUST 25, 26 2007

SATURDAY / SUNDAY

Session I & II last day to drop and last day for 100% refund

Weekend College Session I&II last day to drop and last day for 100% refund

MONDAY

TUESDAY

AUGUST 27 2007

AUGUST 28 2007

AUGUST 29 2007

WEDNESDAY

AUGUST 30 2007

THURSDAY

AUGUST 31 2007

FRIDAY

SEPTEMBER 2007

SEPTEMBER 1, 2 2007

SATURDAY / SUNDAY

SEPTEMBER 3 2007

MONDAY

Labor Day No classes day or evening

SEPTEMBER 4 2007

TUESDAY

SEPTEMBER 5 2007

WEDNESDAY

SEPTEMBER 6 2007

THURSDAY

SEPTEMBER 7 2007

FRIDAY

SEPTEMBER 2007

SEPTEMBER 8-9 2007

SATURDAY/SUNDAY

SEPTEMBER 10 2007

MONDAY

Session III classes begin

SEPTEMBER 11 2007

TUESDAY

SEPTEMBER 12 2007

WEDNESDAY

Fall Holiday No evening classes

SEPTEMBER 13 2007

THURSDAY

Fall Holiday No classes day or evening

SEPTEMBER 14 2007

FRIDAY

Weekend College Session III classes begin.

SEPTEMBER 2007

SEPTEMBER 15, 16 2007

SATURDAY/SUNDAY

Session III last day to drop and last day for 100% refund

Weekend College Session III Last day to drop and last day for 100% refund

SEPTEMBER 17 2007

MONDAY

Midterm session II

SEPTEMBER 18 2007

TUESDAY

SEPTEMBER 19 2007

WEDNESDAY

SEPTEMBER 20 2007

THURSDAY

SEPTEMBER 21 2007

FRIDAY

SEPTEMBER 2007

SEPTEMBER 22,23 2007

SATURDAY/SUNDAY

SEPTEMBER 24 2007

MONDAY

Last day to withdraw Session II

Last day to change from credit to audit Session II

SEPTEMBER 25 2007

TUESDAY

SEPTEMBER 26 2007

WEDNESDAY

SEPTEMBER 27 2007

THURSDAY

SEPTEMBER 28 2007

FRIDAY

OCTOBER 2007

SEPT 29, SEPT 30 2007

SATURDAY / SUNDAY

Comedy Central Laughapalooza Comedy Show Bailey Hall
Doors open at 7 p.m. Showtime at 8 p.m.

OCTOBER 1 2007

MONDAY

OCTOBER 2 2007

TUESDAY

OCTOBER 3 2007

WEDNESDAY

OCTOBER 4 2007

THURSDAY

OCTOBER 5 2007

FRIDAY

OCTOBER 2007

OCTOBER 6, 7 2007

SATURDAY/SUNDAY

OCTOBER 8 2007

MONDAY

OCTOBER 9 2007

TUESDAY

OCTOBER 10 2007

WEDNESDAY

OCTOBER 11 2007

THURSDAY

OCTOBER 12 2007

FRIDAY

OCTOBER 2007

OCTOBER 13, 14 2007

SATURDAY / SUNDAY

Session II last day of classes

OCTOBER 15 2007

MONDAY

OCTOBER 16 2007

TUESDAY

Midterm Session I

OCTOBER 17 2007

WEDNESDAY

Session IV classes begin

Study in Spain Sessions Vamos a Sevilla, 5 p.m. Central Campus, Bldg. 9, Rm. 236

OCTOBER 18 2007

THURSDAY

Study in Spain Sessions Vamos a Sevilla, 2 p.m. Central Campus, Bldg. 9, Rm. 236

OCTOBER 19 2007

FRIDAY

Session IV weekend college begins

OCTOBER 2007

OCTOBER 20,21 2007

SATURDAY/SUNDAY

OCTOBER 22 2007

MONDAY

Session IV, and Weekend College Session IV last day to drop, last day for 100% refund
Midterm Session III

OCTOBER 23 2007

TUESDAY

OCTOBER 24 2007

WEDNESDAY

OCTOBER 25 2007

THURSDAY

OCTOBER 26 2007

FRIDAY

NOVEMBER 2007

OCTOBER 27,28 2007

SATURDAY / SUNDAY

OCTOBER 29 2007

MONDAY

Session I last day to withdraw from any class or change from credit to audit

OCTOBER 30 2007

TUESDAY

OCTOBER 31 2007

WEDNESDAY

NOVEMBER 1 2007

THURSDAY

NOVEMBER 2 2007

FRIDAY

NOVEMBER 2007

NOVEMBER 3,4 2007

SATURDAY/SUNDAY

NOVEMBER 5 2007

MONDAY

Session III last day to withdraw from any class or change from credit to audit

NOVEMBER 6 2007

TUESDAY

NOVEMBER 7 2007

WEDNESDAY

NOVEMBER 8 2007

THURSDAY

NOVEMBER 9 2007

FRIDAY

NOVEMBER 2007

NOVEMBER 10, 11 2007

SATURDAY / SUNDAY

NOVEMBER 12 2007

MONDAY

Veteran's Day No classes day or evening

NOVEMBER 13 2007

TUESDAY

NOVEMBER 14 2007

WEDNESDAY

Midterm Session IV

NOVEMBER 15 2007

THURSDAY

NOVEMBER 16 2007

FRIDAY

NOVEMBER 2007

NOVEMBER 17, 18 2007

SATURDAY / SUNDAY

NOVEMBER 19 2007

MONDAY

NOVEMBER 20 2007

TUESDAY

NOVEMBER 21 2007

WEDNESDAY

Thanksgiving No evening classes

Session IV last day to withdraw from any class or change from credit to audit

NOVEMBER 22 2007

THURSDAY

Thanksgiving No classes day or evening Nov 22-25

NOVEMBER 23 2007

FRIDAY

NOVEMBER 2007

NOVEMBER 24,25 2007

SATURDAY / SUNDAY

Thanksgiving No classes day or evening Nov 22-25

MONDAY

TUESDAY

NOVEMBER 27 2007

NOVEMBER 28 2007

WEDNESDAY

NOVEMBER 29 2007

THURSDAY

NOVEMBER 30 2007

FRIDAY

DECEMBER 2007

DECEMBER 1, 2 2007

SATURDAY / SUNDAY

DECEMBER 3 2007

MONDAY

DECEMBER 4 2007

TUESDAY

DECEMBER 5 2007

WEDNESDAY

DECEMBER 6 2007

THURSDAY

DECEMBER 7 2007

FRIDAY

Session I final exams Dec. 7-13

DECEMBER 2007

DECEMBER 8,9 2007

SATURDAY/SUNDAY

Session III last day of classes

DECEMBER 10 2007

MONDAY

DECEMBER 11 2007

TUESDAY

DECEMBER 12 2007

WEDNESDAY

DECEMBER 13 2007

THURSDAY

Session I & IV last day of classes
Session I final exams Dec. 7-13

DECEMBER 14 2007

FRIDAY

Graduation

DECEMBER 2007

DECEMBER 15, 16 2007

SATURDAY / SUNDAY

DECEMBER 17 2007

MONDAY

DECEMBER 18 2007

TUESDAY

DECEMBER 19 2007

WEDNESDAY

DECEMBER 20 2007

THURSDAY

College offices closed Dec. 20-Jan. 2

DECEMBER 21 2007

FRIDAY

DECEMBER 2007

DECEMBER 22, 23 2007

SATURDAY / SUNDAY

DECEMBER 24 2007

MONDAY

DECEMBER 25 2007

TUESDAY

DECEMBER 26 2007

WEDNESDAY

DECEMBER 27 2007

THURSDAY

DECEMBER 28 2007

FRIDAY

JANUARY 2008

DECEMBER 29, 30 2007

SATURDAY / SUNDAY

DECEMBER 31 2007

MONDAY

JANUARY 1 2008

TUESDAY

JANUARY 2 2008

WEDNESDAY

College offices closed Dec. 20-Jan. 2

JANUARY 3 2008

THURSDAY

JANUARY 4 2008

FRIDAY

JANUARY 2008

JANUARY 5, 6 2008

SATURDAY / SUNDAY

JANUARY 7 2008

MONDAY

Sessions I & II classes begin 8:00 a.m.

JANUARY 8 2008

TUESDAY

JANUARY 9 2008

WEDNESDAY

JANUARY 10 2008

THURSDAY

JANUARY 11 2008

FRIDAY

Sessions I & II Weekend College classes begin
Sessions I & II last day for drop & last day to receive 100% refund

JANUARY 2008

JANUARY 12,13 2008

SATURDAY / SUNDAY

JANUARY 14 2008

MONDAY

Weekend College Session I & II last day to drop for 100% refund

JANUARY 15 2008

TUESDAY

JANUARY 16 2008

WEDNESDAY

JANUARY 17 2008

THURSDAY

JANUARY 18 2008

FRIDAY

JANUARY 2008

JANUARY 19,20 2008

SATURDAY/SUNDAY

JANUARY 21 2008

MONDAY

Martin Luther King, Jr.'s Birthday no classes day or evening

JANUARY 22 2008

TUESDAY

JANUARY 23 2008

WEDNESDAY

JANUARY 24 2008

THURSDAY

JANUARY 25 2008

FRIDAY

JANUARY 2008

JANUARY 26,27 2008

SATURDAY/SUNDAY

JANUARY 28 2008

MONDAY

Session III classes begin 8:00 a.m.

JANUARY 29 2008

TUESDAY

JANUARY 30 2008

WEDNESDAY

JANUARY 31 2008

THURSDAY

Session III last day for drop and last day to receive 100% refund

FEBRUARY 1 2008

FRIDAY

Weekend College Session III classes begin
Session II midterm

FEBRUARY 2008

FEBRUARY 2.3 2008

SATURDAY/SUNDAY

FEBRUARY 4 2008

MONDAY

FEBRUARY 5 2008

TUESDAY

Weekend College Session III last day to drop for 100% refund

FEBRUARY 6 2008

WEDNESDAY

FEBRUARY 7 2008

THURSDAY

FEBRUARY 8 2008

FRIDAY

Session II last day to withdraw from any class, last day to change from credit to audit
Laughapalooza Comedy Show Location: TBA 8:00pm

FEBRUARY 2008

FEBRUARY 9, 10 2008

SATURDAY / SUNDAY

FEBRUARY 11 2008

MONDAY

FEBRUARY 12 2008

TUESDAY

FEBRUARY 13 2008

WEDNESDAY

FEBRUARY 14 2008

THURSDAY

FEBRUARY 15 2008

FRIDAY

FEBRUARY 2008

FEBRUARY 16, 17 2008

SATURDAY / SUNDAY

FEBRUARY 18 2008

MONDAY

FEBRUARY 19 2008

TUESDAY

FEBRUARY 20 2008

WEDNESDAY

FEBRUARY 21 2008

THURSDAY

FEBRUARY 22 2008

FRIDAY

Professional Development Day no classes day or evening

FEBRUARY 2008

FEBRUARY 23, 24 2008

SATURDAY/SUNDAY

FEBRUARY 25 2008

MONDAY

FEBRUARY 26 2008

TUESDAY

FEBRUARY 27 2008**WEDNESDAY**

FEBRUARY 28 2008**THURSDAY**

FEBRUARY 29 2008**FRIDAY**

Session II last day of classes

MARCH 2008

MARCH 1 2 2008

SATURDAY / SUNDAY

MARCH 3 2008

MONDAY

Spring Break March 3-9

MARCH 4 2008

TUESDAY

MARCH 5 2008

WEDNESDAY

MARCH 6 2008

THURSDAY

MARCH 7 2008

FRIDAY

MARCH 2007

MARCH 8, 9 2008

SATURDAY / SUNDAY

Spring Break March 3-9

MARCH 10 2008

MONDAY

MARCH 11 2008

TUESDAY

Session I midterm

MARCH 12 2008

WEDNESDAY

Session IV classes begin

MARCH 13 2008

THURSDAY

MARCH 14 2008

FRIDAY

Session IV Weekend College classes begin

MARCH 2008

MARCH 15, 16 2008

SATURDAY/SUNDAY

MARCH 17 2008

MONDAY

Weekend College Session IV last day to drop and for 100% refund
Session III midterm

MARCH 18 2008

TUESDAY

Weekend College Session IV last day to drop and for 100% refund

MARCH 19 2008

WEDNESDAY

MARCH 20 2008

THURSDAY

MARCH 21 2008

FRIDAY

Session I last day to withdraw from any class, last day to change from credit to audit

MARCH 2008

MARCH 22, 23 2008

SATURDAY / SUNDAY

MARCH 24 2008

MONDAY

MARCH 25 2008

TUESDAY

MARCH 26 2008

WEDNESDAY

Session III last day to withdraw from any class, last day to change from credit to audit

MARCH 27 2008

THURSDAY

MARCH 28 2008

FRIDAY

APRIL 2008

MARCH 29,30 2008

SATURDAY / SUNDAY

MARCH 31 2008

MONDAY

APRIL 1 2008

TUESDAY

APRIL 2 2008

WEDNESDAY

APRIL 3 2008

THURSDAY

APRIL 4 2008

FRIDAY

APRIL 2008

APRIL 5, 6 2008

SATURDAY / SUNDAY

APRIL 7 2008

MONDAY

APRIL 8 2008

TUESDAY

Session IV midterm

APRIL 9 2008

WEDNESDAY

APRIL 10 2008

THURSDAY

APRIL 11 2008

FRIDAY

APRIL 2008

APRIL 12-13 2008

SATURDAY/SUNDAY

APRIL 14 2008

MONDAY

Session IV last day to withdraw from any class, last day to change from credit to audit

APRIL 15 2008

TUESDAY

APRIL 16 2008

WEDNESDAY

APRIL 17 2008

THURSDAY

APRIL 18 2008

FRIDAY

APRIL 2008

APRIL 19, 20 2008

SATURDAY / SUNDAY

APRIL 21 2008

MONDAY

APRIL 22 2008

TUESDAY

APRIL 23 2008

WEDNESDAY

APRIL 24 2008

THURSDAY

APRIL 25 2008

FRIDAY

Session III last day of classes

MAY 2008

APRIL 26, 27 2008

SATURDAY / SUNDAY

APRIL 28 2008

MONDAY

Session I final exams April 28-May 5

APRIL 29 2008

TUESDAY

APRIL 30 2008

WEDNESDAY

MAY 1 2008

THURSDAY

MAY 2 2008

FRIDAY

MAY 2008

MAY 3,4 2008

SATURDAY/SUNDAY

Session I final exams April 28-May 5

MAY 5 2008

MONDAY

Session I & IV last day of classes

MAY 6 2008

TUESDAY

Graduation

MAY 7 2008

WEDNESDAY

MAY 8 2008

THURSDAY

Session I & II classes begin 8:00 am

MAY 9 2008

FRIDAY

Session I & II Weekend College classes begin 8:00 am

MAY 2008

MAY 10, 11 2008

SATURDAY / SUNDAY

MAY 12 2008

MONDAY

MAY 13 2008

TUESDAY

MAY 14 2008**WEDNESDAY**

Session I & II last day for drop and last day for 100% refund
 Weekend College Session I & II last day to drop for 100% refund

MAY 15 2008**THURSDAY**

MAY 16 2008**FRIDAY**

MAY 2008

MAY 17, 18 2008

SATURDAY / SUNDAY

MAY 19 2008

MONDAY

MAY 20 2008

TUESDAY

MAY 21 2008

WEDNESDAY

MAY 22 2008

THURSDAY

MAY 23 2008

FRIDAY

MAY 2008

MAY 24, 25 2008

SATURDAY / SUNDAY

MAY 26 2008

MONDAY

Memorial Day no classes day or evening

MAY 27 2008

TUESDAY

MAY 28 2008

WEDNESDAY

MAY 29 2008

THURSDAY

MAY 30 2008

FRIDAY

Session II midterm

JUNE 2008

MAY 31, JUNE 1 2008

SATURDAY / SUNDAY

JUNE 2 2008

MONDAY

JUNE 3 2008

TUESDAY

JUNE 4 2008

WEDNESDAY

JUNE 5 2008

THURSDAY

Session II last day to withdraw from any class, last day to change from credit to audit

JUNE 6 2008

FRIDAY

JUNE 2008

JUNE 7,8 2008

SATURDAY / SUNDAY

JUNE 9 2008

MONDAY

JUNE 10 2008

TUESDAY

JUNE 11 2008

WEDNESDAY

JUNE 12 2008

THURSDAY

JUNE 13 2008

FRIDAY

JUNE 2008

JUNE 14, 15 2008

SATURDAY / SUNDAY

JUNE 16 2008

MONDAY

JUNE 17 2008

TUESDAY

JUNE 18 2008

WEDNESDAY

JUNE 19 2008

THURSDAY

JUNE 20 2008

FRIDAY

Session I midterm
Session II last day of classes

JUNE 2008

JUNE 21, 22 2008

SATURDAY/SUNDAY

JUNE 23 2008

MONDAY

Summer Break no classes day or evening

JUNE 24 2008

TUESDAY

Session III classes begin 8:00 am

JUNE 25 2008

WEDNESDAY

JUNE 26 2008

THURSDAY

JUNE 27 2008

FRIDAY

Session III Weekend College classes begin 8:00 am

JULY 2008

JUNE 28,29 2008

SATURDAY/SUNDAY

JUNE 30 2008

MONDAY

Session III last day for drop and for 100% refund
Weekend College Session III last day to drop and for 100% refund

JULY 1 2008

TUESDAY

JULY 2 2008

WEDNESDAY

Session I last day to withdraw from any class, last day to change from credit to audit

JULY 3 2008

THURSDAY

JULY 4 2008

FRIDAY

Independence Day no classes day or evening

JULY 2008

JULY 5, 6 2008

SATURDAY/SUNDAY

JULY 7 2008

MONDAY

JULY 8 2008

TUESDAY

JULY 9 2008

WEDNESDAY

JULY 10 2008

THURSDAY

JULY 11 2008

FRIDAY

JULY 2008

JULY 12, 13 2008

SATURDAY/SUNDAY

JULY 14 2008

MONDAY

JULY 15 2008

TUESDAY

JULY 16 2008

WEDNESDAY

Session III midterms

JULY 17 2008

THURSDAY

JULY 18 2008

FRIDAY

JULY 2008

JULY 19, 20 2008

SATURDAY / SUNDAY

JULY 21 2008

MONDAY

JULY 22 2008

TUESDAY

Session III last day to withdraw from any class, last day to change from credit to audit

JULY 23 2008

WEDNESDAY

JULY 24 2008

THURSDAY

JULY 25 2008

FRIDAY

JULY 2008

JULY 26, 27 2008

SATURDAY / SUNDAY

JULY 28 2008

MONDAY

JULY 29 2008

TUESDAY

JULY 30 2008

WEDNESDAY

JULY 31 2008

THURSDAY

AUGUST 1 2008

FRIDAY

Sessions I & III Last day of classes **August 6**

COLLEGE CALENDAR 2007-2008

TERM I (20081)

	Session I Aug 20-Dec 13	Session II Aug 20-Oct 14	Session III Sept 10-Dec 9	Session IV Oct 17-Dec13
REGISTRATION AND ADVISEMENT				
1.Registration (Graduation Candidates)*	Jun 1-Aug 19	Jun 1-Aug 19	Jun 1-Sept 9	Jun 1-Oct 16
2.Registration: Continuing Students	Jun 4-Aug 19	Jun 4-Aug 19	Jun 4-Sept 9	Jun 4-Oct 16
3.Registration: New/Re-Entry Students	Jun 27-Aug 19	Jun 27-Aug 19	Jun 27-Sept 9	Jun 27-Oct 16
4.Registration: State Employees for Waiver	Aug 17	Aug 17	Sept 7	Oct 16
5.CLASSES BEGIN 8:00 AM	Aug 20	Aug 20	Sept 10	Oct 17
6.Weekend College Classes Begin**	Aug 24	Aug 24	Sept 14	Oct 19
7.Last Day For Drop and Last Day for 100% Refund***	Aug 26	Aug 26	Sept 16	Oct 22
8.Last Day to Drop for 100% Refund for Weekend College**	Aug 26	Aug 26	Sept 16	Oct 22
HOLIDAY (Labor Day) No classes day or evening	Sept 3	Sept 3		
HOLIDAY (Fall Holiday) No evening classes No classes day or evening	Sept 12 Sept 13	Sept 12 Sept 13	Sept 12 Sept 13	
MIDTERM	Oct 16	Sept 17	Oct 22	Nov 14
LAST DAY TO WITHDRAW FROM ANY CLASS	Oct 29	Sept 24	Nov 5	Nov 21
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Oct 29	Sept 24	Nov 5	Nov 21
HOLIDAY (Veterans Day) No classes day or evening	Nov 12		Nov 12	Nov 12
HOLIDAY (Thanksgiving) No evening classes No classes day or evening	Nov 21 Nov 22-25		Nov 21 Nov 22-25	Nov 21 Nov 22-25
LAST DAY OF CLASSES	Dec 13	Oct 14	Dec 9	Dec 13
FINAL EXAMINATIONS	Dec 7-13	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 14	Dec 14	Dec 14	Dec 14
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM	Dec 14	Oct 15	Dec 14	Dec 14

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 12 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2007 through January 2, 2008. Registration on the Web will be available except December 25, 2007 and January 1, 2008.

NOTE: SESSION 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 7-9, 2007.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Calendar 2007-2008

TERM II (20082)

	Session I Jan 7-May 5	Session II Jan 7-Feb 29	Session III Jan 28-Apr 25	Session IV Mar 12-May 5
REGISTRATION AND ADVISEMENT				
1.Pre-Registration (Graduation Candidates)*	Nov 1-Jan 6	Nov 1-Jan 6	Nov 1-Jan 27	Nov 1-Mar 11
2.Registration: Continuing Students	Nov 2-Jan 6	Nov 2-Jan 6	Nov 2-Jan 27	Nov 2-Mar 11
3.Registration: New/Re-Entry Students	Nov 27-Jan 6	Nov 27-Jan 6	Nov 27-Jan 27	Nov 27-Mar 11
4.Registration: State Employees for Waiver	Jan 4	Jan 4	Jan 25	Mar 11
5.CLASSES BEGIN 8:00 AM	Jan 7	Jan 7	Jan 28	Mar 12
6.Weekend College Classes Begin**	Jan 11	Jan 11	Feb 1	Mar 14
7.Last Day for Drop and Last Day for 100% Refund****	Jan 11	Jan 11	Jan 31	Mar 17
8.Last Day to Drop for 100% Refund for Weekend College**	Jan 14	Jan 14	Feb 5	Mar 18
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes day or evening	Jan 21	Jan 21		
PROFESSIONAL DEVELOPMENT DAY				
No classes day or evening	Feb 22	Feb 22	Feb 22	
HOLIDAY (Spring Break)				
	Mar 3-Mar 9		Mar 3-Mar 9	
MIDTERM				
	Mar 11	Feb 1	Mar 17	Apr 8
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Mar 21	Feb 8	Mar 26	Apr 14
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Mar 21	Feb 8	Mar 26	Apr 14
LAST DAY OF CLASSES				
	May 5	Feb 29	Apr 25	May 5
FINAL EXAMINATIONS				
	Apr 28-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM				
	May 6	Mar 10	Apr 25	May 6

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission.
This will also count as an attempt in that subject area.

International Students should refer to Page 12 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2007 through January 2, 2008. Registration on the Web will be available except December 25, 2007 and January 1, 2008.

NOTE: SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on May 2-4, 2008.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Calendar 2007-2008

TERM III (20083)

	Session I May 8-Aug 6	Session II May 8-Jun 20	Session III Jun 24-Aug 6
REGISTRATION AND ADVISEMENT			
1.Pre-Registration (Graduation Candidates)	Mar 12-May 7	Mar 12-May 7	Mar 12-Jun 23
2.Registration: Continuing Students	Mar 13-May 7	Mar 13-May 7	Mar 13-Jun 23
3.Registration: New and Re-Entry Students	Apr 2-May 7	Apr 2-May 7	Apr 2-Jun 23
4.Registration: State Employees for Waiver	May 7	May 7	Jun 23
5.CLASSES BEGIN 8:00 AM	May 8	May 8	Jun 24
6.Weekend College Classes Begin**	May 9	May 9	Jun 27
7.Last Day for Drop and Last Day for 100% Refund***	May 14	May 14	Jun 30
8.Last Day to Drop for 100% Refund for Weekend College**	May 14	May 14	Jun 30
HOLIDAY (Memorial Day) No classes day or evening			
	May 26	May 26	
MIDTERM			
	Jun 20	May 30	July 16
HOLIDAY (Summer Break) No classes day or evening			
	June 23		
LAST DAY TO WITHDRAW FROM ANY CLASS			
	July 2	Jun 5	July 22
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****			
	July 2	Jun 5	July 22
HOLIDAY (Independence Day) No classes day or evening			
	July 4		July 4
LAST DAY OF CLASSES			
	Aug 6	Jun 20	Aug 6
FINAL EXAMINATIONS			
	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY NOON			
	Aug 8	Jun 23	Aug 8

Alternate Friday classes are divided as follows:

Session 2

Monday and Wednesday classes will meet on May 16, May 30 and June 16, 2008.

Tuesday and Thursday classes will meet on May 9, May 23, and June 6, 2008.

Session 3

Monday and Wednesday classes will meet on June 18, and August 1, 2008.

Tuesday and Thursday classes will meet on June 27, July 11, and July 25, 2008.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

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**2007-2008 HANDBOOK PLANNER DESIGNED BY
CHRIS CUTRO & JENNIFER SHAPIRO**



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